



Sycamore
PARK DISTRICT
Established 1923

**Sycamore Park District
Regular Board Meeting
May 29, 2018**

6:00 PM

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: April 24, 2018**

APPROVAL OF MONTHLY CLAIMS:

- 7. Claims Paid Since Board Meeting (Roll Call Vote)**
- 27. Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

- 32. Superintendent of Finance Monthly Report**
- 35. Budget Report**
- 49. Superintendent of Recreation Monthly Report**
- 57. Superintendent of Golf Operations Monthly Report**
- 60. Superintendent of Parks and Facilities Monthly Report**
- 66. Executive Director Monthly Report**

CORRESPONDENCE-

- 69. DCEDC Letter**
- 71. IDOT**

Sycamore Park District - we put the "MORE" in Sycamore.

Board of Commissioners Meeting
 May 29, 2018
 PG 2

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

**ANNUAL MEETING: Swearing In Commissioners, Election of
 President, Vice President & Other Positions—Dan & Ted (Roll Call)**

MONTHLY REPORT – Steve Tritt

OLD BUSINESS:

- 73. Annual Audit Presentation, Review and Approval—Jackie (Roll Call)
 Review Status of Legacy Campus Construction—Dan/Bill
 Action on the Main Bridge at the Golf Course— Dan (Roll Call)
 Update on Plans for Tax Abatement/Incentives—Dan
- 78. Ratify City Bid for Asphalt Paving Which Includes Airport Road Trail
 Extension to Community Center—Dan (Roll Call)
- 86. Ratify Resolution 02-2018: A RESOLUTION APPROVING JOINT
 AGREEMENT NO. C-93-049-18 WHERE THE TOTAL PROJECT COST
 IS \$724,850.00 AND CONFIRMING APPROPRIATION OF
 SUFFICIENT FUNDS TO COVER THE LOCAL MATCH SET FORTH IN
 THE AGREEMENT IN THE AMOUNT OF \$144,970 PLUS ANY
 OTHER AMOUNTS NEEDED IN ADDITION TO THE ITEP FUNDS TO
 COMPLETE THE PROJECT—Dan (Roll Call)

NEW BUSINESS:

- 89. Ratify Professional Services Agreement—Ted (Roll Call)
- 93. Consider Disposal of Surplus Equipment—Jeff (Roll Call)
 Plan Park Tour—Jeff
- 97. Consider Playground Donation—Dan
 Report of Plans for Opening Splashpad—Theresa
- 103. Deed of Gift to DeKalb County History Center—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in
 Executive Session to discuss:

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 24, 2018**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, April 24, 2018.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Schulz, Tucker, and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None**

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **Daryl Graves**

Staff members present were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Sarah Rex, GA Hillary Alton and Theresa Tevsh.

Guests at the Board meeting were: None

**Regular and Consent Agenda Approval –
Motion**

Commissioner Tucker moved to approve the Regular Agenda and the Consent Agenda.
Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

**Amendment to Agenda
Motion**

Commissioner Strack made a motion to Amend the Agenda to add to New Business: “Approval of Resolution No. 02-2018 – A Resolution of the Board of Commissioners Joint Agreement No. C-93-049 where the total project cost is \$724,850.00 and that the Board has appropriated enough funds to cover the local match shown on the agreement In the amount of \$144,970.00 and anything beyond the ITEP funds”. Commissioner Schulz seconded the motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Director Gibble noted that after the agenda went out, we were informed by IDOT that the resolution that we passed in 2016 when we submitted our grant application for construction was not sufficient for letting the bid. So, we must approve the new Resolution tonight and then it will be on the next months agenda to ratify for absolute approval. This will give Director Gibble ability to get this to IDOT tomorrow.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 24, 2018
P 2

**Approval of Minutes –
 Motion**

Commissioner Schulz moved to approve the March 27, 2018 Regular Meeting Minutes.
 Commissioner Kroeger seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Motion

Commissioner Tucker moved to approve the March 27, 2018 Executive Session Meeting Minutes and to remain confidential. Commissioner Schulz seconded the Motion.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$395,044.90.
 Commissioner Kroeger seconded the Motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Correspondence – None

Public Input – None

Positive Feedback –

- Commissioner Tucker noted nothing but kudos.
- Commissioner Kroeger noted that what they witnessed on Thursday and Saturday was well orchestrated. Everyone was in a place and had duty and was ready. It was fantastic and outstanding. Staff was well prepared for it and it was easy as a Board member to watch.
- Commissioner Strack noted he can't imagine the pace staff has been running at and they appreciate it.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 24, 2018
P 3

Monthly Report -GA Hillary Alton – Hillary gave a recap of everything that she has been working on to help with the opening of the new Community Center.

Old Business

Review Status of Legacy Campus Construction – Director Gibble noted that they are saying the Splash Pad will be done 8 days before opening. This is later then it was about a week ago. He also noted that most punch list items are done but there are a few things left. Commissioner Kroeger asked about the generator and Director Gibble noted that they still need to make the connection.

Action on the Main Bridge at the Golf Course – Director Gibble noted that PDRMA now has reversed their initial decision and probably not going to pay for much on the bridge work. The adjustor had told both he and Jeff that he felt this would be covered. It seems the bridge is covered, but not the dirt. There is some question as to what is part of the bridge and what is not. He plans to provide a written rebuttal to PDRMA on this matter. Commissioner Kroeger asked since this is an emergency do we go ahead with the construction and try to get reimbursed. Director Gibble noted he will let the Board know this in a week. Commissioner Strack suggested getting someone to advocate for us. Director Gibble noted that John Mayer with ERA is trying to let PDRMA know what a bridge really is.

New Business

Resolution 02-2018 – A Resolution of the Board of Commissioners approving Joint Agreement No. C-93-049-18 where the total project cost is \$724,850 and that the Board has appropriated enough funds to cover the local match shown on the agreement in the amount of \$144,970 and anything beyond the ITEP funds.

Motion

Commissioner Schulz moved to approve Resolution 02-2018 - A Resolution of the Board of Commissioners approving Joint Agreement No. C-93-049-18 where the total project cost is \$724,850.00 and that the Board has appropriated enough funds to cover the local match shown on the agreement in the amount of \$144,970.00 and anything beyond the ITEP funds. Commissioner Kroeger seconded the motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday April 24, 2018
P 4

Report on Opening Weekend at Community Center – Recreation Supervisor Sarah Rex noted that over 2000 plus people came through. Staff planned on approximately 500 people coming through. On Saturday, Front Desk staff Binder and Tracy were at the front desk selling memberships and passes the entire time. Part time front desk staff were helping people in line with any questions. On Sunday, part time staff were working the front desk with Lisa as a backup along with Dan and Theresa as backup and setting up the gym and giving tours. B95 was there and had done ads before the opening. There were also ads in the Chronicle to get the word out. Supt. of Recreation Theresa Tevsh noted she gave out to everyone a spreadsheet on the figures since we opened. She noted our goal was 100 memberships for the weekend. She went over the figures for the weekend. Director Gible noted that we are at 300 combined memberships and our goal was to be at 200 by August. Our goal by year end was 500 so we have between now and December to get 200 more.

Updating the Personnel Policy Regarding Smoking at Sycamore Parks and Facilities –

Motion

Commissioner Schulz moved to approve the changes made to the Personnel Policy as presented. Commissioner Tucker seconded the motion.

Roll Call

President Strack called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Graves was absent.

Public Input - Commissioner Strack noted that he wanted to chat about the proposed development northwest of town. He said there is a question about whether there were ever any pathways required in this development. Commissioner Schulz noted she thought we had requested them be added to the plans. Director Gible noted that he and City Manager Brian Gregory plan to meet next week on this, and that he will be sure this is referenced at the meeting.

Motion

The Board adjourned the Regular Session at 7:01 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 05/16/2018
 TIME: 13:09:46
 ID: AP450000.MOM

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2018 TO 05/16/2018

Interim

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P. O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT / ITEM AMT

 ACUSHNET ACUSHNET COMPANY

9054332665	01	917 D2 DEMO	5010000001302	03/08/18	00002852	59107	05/03/18	3,932.25	1,216.20
	02	917 F2 DEMO	5010000001302		00002852			204.00	204.00
	03	818 H1 DEMO	5010000001302		00002852			126.00	126.00
	04	718 AP1 DEMO	5010000001302		00002852			118.80	118.80
	05	SM7 DEMO	5010000001302		00002852			422.40	422.40
	06	SHIPPING	5010000001302		00002852			315.00	315.00
								30.00	30.00
905501435	01	917 D2 DEMO	5010000001302	03/20/18	00002853	59107	05/03/18	3,932.25	936.00
	02	917 F2 DEMO	5010000001302		00002853			204.00	204.00
	03	818 H1 DEMO	5010000001302		00002853			126.00	126.00
	04	718 AP3 SET DEMO	5010000001302		00002853			118.80	118.80
								487.20	487.20
905522921	01	2017 FUTURA PUTTER	5010000001302	03/22/18	00002598	59107	05/03/18	3,932.25	780.69
	02	2018 SELECT PUTTERS	5010000001302		00002598			263.00	263.00
	03	INV 905522921 SHIP	5010000001302		00002598			546.00	546.00
	04	DISCOUNT	5010000001302		00000000			12.14	12.14
								-40.45	-40.45
905536192	01	FJ LEISURE WOMENS	5010000001305	03/23/18	00002701	59151	05/15/18	4,219.41	1,627.95
	02	ENJOY WOMENS	5010000001305		00002701			264.00	264.00
	03	FJ ORIGINALS	5010000001305		00002701			270.00	270.00
	04	PRO SL	5010000001305		00002701			156.00	156.00
	05	GOLF CASUAL	5010000001305		00002701			480.00	480.00
	06	INV 905536192 SHIP/DISC	5010000001305		00002701			468.00	468.00
								-10.05	-10.05
905536193	01	RAIN GRIP	5010000001301	03/23/18	00002701	59151	05/15/18	4,219.41	1,036.67
	02	WEATHER SOF DOZ	5010000001301		00002701			150.00	150.00
	03	CONTOUR FLEX DOZ	5010000001301		00002701			195.00	195.00
	04	INV 905536193- SHIP/DISC	5010000001301		00002701			714.00	714.00
								-22.33	-22.33
905536194	01	WEATHER SOF DOZ	5010000001301	05/15/18	00002701	59151	05/15/18	4,219.41	647.06
	02	INV 905536194- SHIP/DISC	5010000001301		00002701			633.60	633.60
								13.46	13.46
905547646	01	INV 905547646 SHIP/DISC	5010000001305	03/26/18	00002701	59151	05/15/18	4,219.41	68.89
	02	FJ LEISURE WOMENS	5010000001305		00002701			2.89	2.89
								66.00	66.00
905599846	01	FOOT JOY ITEM #53220	5010000001305	04/03/18	00000000	59123	05/08/18	101.72	101.72
								101.72	101.72

DATE: 05/16/2018
 TIME: 13:09:46
 ID: AP450000.WOW
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	905632305	01 PRO V1 SPEC ORDER	501000001300	04/09/18	00002857	59107	05/03/18	3,932.25	122.00 122.00
	905743070	01 1 SET OF TITLEIST AP'2 IRONS	501000001302	04/23/18	00002820	59107	05/03/18	3,932.25	877.36 808.00 69.36
	905743070	02 SHIP/DISC	501000001302		00002820				
	905794365	01 ARC SL	501000001305	04/30/18	00002701	59151	05/15/18	4,219.41	838.84 840.00 -1.16
	905794365	02 INV 905794365 SHIP/DISC	501000001305		00002701				
AVNOW	AVNOW							VENDOR TOTAL:	8,253.38
	116545	01 SOUND SYSTEM	711000207036	03/08/18	00002675	59065	04/24/18	3,798.77	3,798.77 3,798.77
BANN	BANNER UP SIGNS							VENDOR TOTAL:	3,798.77
	66172	01 CC SIGNS	711000207036	02/26/18	00002667	59066	04/24/18	6,564.00	6,564.00 2,953.80 3,610.20
	66498	02 CC SIGNS	711000207040		00002667				
	66712	01 HY-VEE PANELS FOR GYM	711000207036	04/12/18	00002885	59127	05/09/18	140.00	140.00 140.00
	66712	01 2018 CONCERT/MOVIE SIGN	101200046214	05/07/18	00002859	59124	05/08/18	35.00	35.00 35.00
BSN	BSN SPORTS							VENDOR TOTAL:	6,739.00
	901819500	01 BLEACHERS, BALL CAGES, PICKLEB	711000207036	03/15/18	00002624	59067	04/24/18	9,829.68	8,797.48 8,797.48
	901828735	01 BASKETBALLS	207500076500	03/16/18	00002710	59067	04/24/18	9,829.68	999.50 999.50
	901926794	01 FLOOR TAPE	207500076500	03/28/18	00000000	59081	04/26/18	15.96	15.96 15.96
	901969805	01 BASKETBALL NETS	101500066404	04/03/18	00002755	59067	04/24/18	9,829.68	32.70 32.70
								VENDOR TOTAL:	9,845.64

DATE: 05/16/2018
 TIME: 13:09:46
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BURRI	BURRIS EQUIPMENT CO.								
	PS15568	01 CUSHMAN RIM	101500066403	04/18/18	00002816	59108	05/03/18	74.64	74.64
									74.64
									VENDOR TOTAL: 74.64
CARPETLA	CARPETLAND								
	78277	01 2 PICKLEBALL COURTS	711000207036	04/16/18	00002773	59068	04/24/18	2,750.00	2,750.00
									2,750.00
									VENDOR TOTAL: 2,750.00
CHICA	CHICAGO DISTRICT GOLF ASSOC.								
	2116-172	01 HANDICAP SERVICE	504000036127	05/01/18	00000000	59098	05/01/18	1,418.00	1,418.00
									1,418.00
									VENDOR TOTAL: 1,418.00
CITY	CITY OF SYCAMORE								
	2018 LIQUOR	01 CITY LIQUOR LICENSE	303000046210	04/30/18	00000000	59097	04/30/18	1,900.00	1,900.00
									1,900.00
									VENDOR TOTAL: 1,900.00
CITY2	CITY OF SYCAMORE								
	1271000000-0418	01 WATER-SEWER-MAINT	101500096704	04/30/18	00000000	59137	05/11/18	131.42	131.42
									131.42
									VENDOR TOTAL: 131.42
CMJ	CMJ TECHNOLOGIES, INC.								
	10287	01 PRINTER CABLE	101000046200	03/01/18	00000000	59138	05/11/18	1,818.98	29.99
		02 PRINTER CABLE	201000046200		00000000				14.99
									15.00
	10295	01 NEW WORKSTATION -LAPTOP	711000207036	03/01/18	00000000	59138	05/11/18	1,818.98	1,052.99
									1,052.99
	10355	01 MONTHLY SERVICES	101000056304	03/01/18	00000000	59138	05/11/18	1,818.98	736.00
		02 MONTHLY SERVICES	201000056304		00000000				368.00
									368.00
									VENDOR TOTAL: 1,818.98
COMMO	COMMONWEALTH EDISON								
	050218			05/02/18		59139	05/11/18	209.94	209.94
									VENDOR TOTAL: 209.94

DATE: 05/16/2018
 TIME: 13:09:46
 ID: AP450000.MOW
 10

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 4

FROM 04/24/2018 TO 05/16/2018

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

050218
 01 BOYNTON PARK 101500096702 05/02/18 00000000 59139 05/11/18 209.94 209.94
 02 KIWANIS PARK 101500096702 00000000 15.81
 03 EMIL CASSEY PARK 101500096702 00000000 38.63
 04 SYCAMORE LAKE 101500096702 00000000 24.76
 05 GOOD TIMES SHELTER 101500096702 00000000 33.17
 06 WETZEL PARK 101500096702 00000000 38.57
 07 ENTRY PARK 101500096702 00000000 24.78
 34.22

CSR BOBCAT EQUIPMENT CO. VENDOR TOTAL: 209.94

132897 01 BOBCAT LATCH 101500066402 04/17/18 00002815 59109 05/03/18 116.17 116.17
 VENDOR TOTAL: 116.17

DIRECTFI DIRECT FITNESS SOLUTIONS VENDOR TOTAL: 116.17

0235859-IN
 01 PRECOR AMT 885 711000207036 03/19/18 00002568 59069 04/24/18 8,135.00 8,135.00
 02 FREIGHT 711000207036 00002568 7,595.00
 03 INSTALLATION 711000207036 00002568 290.00
 250.00

DOTY DOTY & SON CONCRETE PRODUCTS VENDOR TOTAL: 8,135.00

64319 01 GENERATOR ENCLOSURE 711000207040 02/28/18 00000000 59070 04/24/18 27,775.00 18,950.00
 18,950.00

64362 01 MEMORIAL BECH 711000207040 03/28/18 00000000 59070 04/24/18 27,775.00 1,938.00
 1,938.00

64363 01 Items in DOTY Quote 223135 711000207040 03/28/18 00002491 59070 04/24/18 27,775.00 6,887.00
 6,887.00

ENGIN ENGINEERING RESOURCE ASSOC VENDOR TOTAL: 27,775.00

7 01 ENGINEERING TRAILS 711000207039 03/30/18 00000000 59135 05/10/18 11,664.56 11,664.56
 11,664.56

EUCL EUCLID BEVERAGE LTD. VENDOR TOTAL: 11,664.56

W-3325383 04/12/18 59087 04/27/18 440.40 440.40

1
 FROM 04/24/2018 TO 05/16/2018

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P. O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

W-3325383
 01 COORS LIGHT 303000086634 04/12/18 00002827 59087 04/27/18 440.40 440.40
 02 MILLER LITE 303000086634 00002827 124.80 124.80
 03 MILLER HIGH LIFE 303000086634 00002827 156.00 156.00
 04 KEG 303000086634 00002827 25.60 25.60
 05 DELIVERY CHARGE 303000086634 00002827 131.00 131.00
 3.00 3.00

W-3325591
 01 HEINEKEN 303000086634 04/26/18 00002866 59128 05/09/18 313.85 313.85
 02 MILLER LITE 303000086634 00002866 129.25 129.25
 03 MILLER HIGH LIFE 303000086634 00002866 156.00 156.00
 04 DELIVERY CHARGE 303000086634 00002866 25.60 25.60
 3.00 3.00

FLOORGUARD INC
 1064 01 NEW FLOORING IN POOL ROOMS 701000207006 02/11/18 00002823 59082 04/26/18 2,076.40 2,076.40
 2,076.40 2,076.40
 VENDOR TOTAL: 2,076.40

FRONTIER
 042218 01 MAINT BLDG 101500096700 04/22/18 00000000 59140 05/11/18 182.13 182.13
 02 MAINT BLDG 504100096700 00000000 69.99 69.99
 03 POOL 518000096700 00000000 42.16 42.16
 182.13 182.13
 VENDOR TOTAL: 182.13

FUNEXP
 FUN EXPRESS
 689148720-01 01 BIRTHDAY PARTY SUPPLIES 205011956216 03/22/18 00000000 59110 05/03/18 159.26 159.26
 159.26 159.26
 VENDOR TOTAL: 159.26

GEAR FOR SPORTS
 41467999 01 PRO SHOP STAFF 504000046215 03/29/18 00002751 59152 05/15/18 2,064.02 1,571.06
 02 UA PERFORMANCE POLO 501000001301 00002751 700.00 700.00
 03 UA PLAYOFF OFFSET 501000001301 00002751 400.00 400.00
 04 UA SCRATCH BLOCKED 501000001301 00002751 288.00 288.00
 05 SHIPPING 501000001301 00002751 140.00 140.00
 43.06 43.06
 2,064.02 492.96

41471058 04/04/18 59152 05/15/18 2,064.02 492.96

FROM 04/24/2018 TO 05/16/2018

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

41471058 01 STAFF SHIRTS - MELISSA 303000046215 04/04/18 00002738 59152 05/15/18 2,064.02 492.96
 02 SHIPPING 303000046215 00002738 00002738 17.96
 475.00
 17.96

VENDOR TOTAL: 2,064.02

GLOBAL INDUSTRIAL
 112204932 01 PLATFORM TRUCK 711000207036 02/13/18 00000000 59071 04/24/18 4,100.01 171.43
 171.43

112233560 01 TILT TRUCK 711000207036 02/20/18 00000000 59071 04/24/18 4,100.01 3,727.61
 02 AUDIO CART 711000207036 00000000 252.95
 03 DRY ERASE 711000207036 00000000 199.95
 04 MAGN DRY ERASE 711000207036 00000000 94.95
 05 COAT RACKS 711000207036 00000000 79.95
 06 SHIPPING 711000207036 00000000 2,808.00
 291.81

112239599 01 DRY ERASE -CORK BOARD 711000207036 02/21/18 00000000 59071 04/24/18 4,100.01 200.97
 200.97
 112245686 01 OUTDOOR CORKBOARD 711000207036 02/22/18 00000000 59100 05/01/18 554.61 360.66
 360.66
 112265932 01 TABLE/WALL ROLL STAND 711000207036 02/27/18 00000000 59100 05/01/18 554.61 193.95
 193.95

VENDOR TOTAL: 4,654.62

GOR GORDON FOOD SERVICE INC.
 185523594 01 PICKLES 303300086629 04/27/18 00002863 59129 05/09/18 586.70 586.70
 02 PICKLES 303000086629 00002863 6.21
 03 LIQUID BUTTER 303300086629 00002863 18.61
 04 LARGE AND MED CUPS 303300076550 00002863 43.85
 05 LARGE AND MED CUPS 303000086629 00002863 150.22
 06 2OZ NACHO CUPS 303000076550 00002863 150.22
 07 GLOVES 303300076550 00002863 72.90
 08 GATORADE 303000086631 00002863 45.49
 99.20

VENDOR TOTAL: 586.70

GRAI GRAINGER
 9737324385 03/23/18 59095 04/27/18 205.28 12.60

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9737324385	01 LOCK NUTS	504100066403	03/23/18	00000000	59095	04/27/18	205.28	12.60
		02 HEX CAP SCREWS	504100066403		00000000				4.60
									8.00
	9739261411	01 CAP SCREWS GOLF CARTS	101500066402	03/26/18	00000000	59095	04/27/18	205.28	15.70
		02 LOCK NUT MOWER	101500066403		00000000				11.10
									4.60
	9747848233	01 GREENS ROLLER FLANGE	504100066403	04/04/18	00000000	59095	04/27/18	205.28	147.08
	9753324160	01 LOCK NUTS SHOP	101500066402	04/10/18	00000000	59095	04/27/18	205.28	147.08
									29.90
									29.90
									205.28
GREENDMB	GREEN UMBRELLA MARKETING								
	2018-8377	01 OPENING EVENTS BOARDS	101200046214	04/05/18	00002836	59088	04/27/18	200.00	200.00
									200.00
									200.00
									200.00
HEARTSM	HEARTSMART.COM								
	HS335260	01 3 AED UNITS	207500076514	03/14/18	00002704	59072	04/24/18	4,044.00	4,044.00
									4,044.00
									4,044.00
									4,044.00
HORN	HORNUNG'S PRO GOLF SALES INC.								
	432950	01 WINN OVERSIZE	501000001303	04/17/18	00002819	59130	05/09/18	572.45	164.95
		02 SHIPPING	501000001303		00000000				156.00
									8.95
									572.45
	433939	01 GOLF PRIDE TOUR WRAPS	501000001303	04/26/18	00002856	59130	05/09/18	572.45	407.50
		02 SUPER STROKE 2.0/3.0	501000001303		00002856				57.48
		03 SUPER STROKE 1.0	501000001303		00002856				60.00
		04 WINN OVERSIZE	501000001303		00002856				12.00
		05 GOLF PRIDE PUTTER GRIP	501000001303		00002856				156.00
		06 WINN MIDSIZE PUTTER GRIP	501000001303		00002856				35.28
		07 WINN JUMBO PUTTER GRIP	501000001303		00002856				28.80
		08 SHIPPING	501000001303		00002856				44.80
									13.14

VENDOR TOTAL: 572.45

DATE: 05/16/2018
 TIME: 13:09:46
 ID: APA50000.WOM
 14

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/24/2018 TO 05/16/2018

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

HYVEE HY-VEE ACCOUNTS RECEIVABLE
 189345-0418
 01 MARINARA SAUCE 303000086629 04/10/18 00002831 59141 05/11/18 33.77 33.77
 02 HAMBURGER BUNS 303000086613 00002831 3.00
 03 HOT DOG BUNS 303000086615 00002831 1.99
 04 STAFF MEETING 101000046212 00002831 5.81
 05 STAFF MEETING 201000046212 00002831 11.49
 11.48
 VENDOR TOTAL: 33.77

JOEBBERO JOE BERO PLUMBING INC
 14063
 01 711000207036 04/04/18 00000000 59089 04/27/18 2,400.00 2,400.00
 VENDOR TOTAL: 2,400.00

KEISER KEISER
 162625
 01 SHIPPING 711000207036 03/16/18 00002553 59073 04/24/18 18,635.17 18,635.17
 02 M3I INDOOR CYCLE 711000207036 00002553 821.17
 03 Installation 711000207036 00002553 16,758.00
 1,056.00
 VENDOR TOTAL: 18,635.17

LIFEFIT LIFE FITNESS
 5617716
 01 FITNESS EQ - FRT - INSTALL 711000207036 02/28/18 00000000 59074 04/24/18 133,626.56 16,145.52
 16,145.52
 5625144
 01 FITNESS EQ - FRT - INSTALL 711000207036 03/06/18 00000000 59074 04/24/18 133,626.56 42,308.70
 42,308.70
 5625995
 01 FITNESS EQ - FRT - INSTALL 711000207036 03/07/18 00000000 59074 04/24/18 133,626.56 2,630.43
 2,630.43
 5629775
 01 FITNESS EQ - FRT - INSTALL 711000207036 03/09/18 00000000 59074 04/24/18 133,626.56 31,792.29
 31,792.29
 5638593
 01 FITNESS EQ - FRT - INSTALL 711000207036 03/16/18 00000000 59074 04/24/18 133,626.56 40,749.62
 40,749.62

LIBBEAN L.L. BEAN, INC
 9018033125
 01 2018 APPAREL 101200046215 04/17/18 00002837 59090 04/27/18 79.00 79.00
 VENDOR TOTAL: 79.00

FROM 04/24/2018 TO 05/16/2018

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P. O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

NATBUSI NATIONAL BUSINESS FURNITURE
 ZJ994744

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01 HON FURNITURE	711000207036	04/10/18	00002552	59111	05/03/18	27,633.47	27,633.47
02 HON FURNITURE INSTALL	711000207036		00002552				31,654.83
03 SPD NIPA # 1041005	** COMMENT **		00002552				5,300.00
04 HON NIPA 3 R142208	** COMMENT **		00002552				0.00
05 HON SPEC. PRICE AGREE #393215	** COMMENT **		00002552				0.00
06 SERVICE DEALER: NBF	** COMMENT **		00002552				0.00
07 TRENDWAY FURNITURE	711000207036		00002552			2,262.65	2,262.65
08 TRENDWAY INSTALL	711000207036		00002552			100.00	100.00
09 SPD NIPA # 1041005	** COMMENT **		00002552			0.00	0.00
10 TRENDWAY NIPA # R142215	** COMMENT **		00002552			0.00	0.00
11 SERVICE DEALER: NBF	** COMMENT **		00002552			0.00	0.00
12 NBF FURNITURE	711000207036		00002552			69.91	69.91
13 NBF INSTALLATION	711000207036		00002552			89.00	89.00
14 SHIPPING ADDRESS	** COMMENT **		00002552			0.00	0.00
15 SYCAMORE PARK DISTRICT	** COMMENT **		00002552			0.00	0.00
16 COMMUNITY CENTER	** COMMENT **		00002552			0.00	0.00
17 480 S AIRPORT RD	** COMMENT **		00002552			0.00	0.00
18 SYCAMORE, IL 60178	** COMMENT **		00002552			0.00	0.00
19 INITIAL DEPOSIT PAYMENT	711000207036		00002552			-11,842.92	-11,842.92

ZJ997430-HNP
 01 5 DRAWER LATERAL FILE 711000207036 03/27/18 00002637 59096 04/27/18 644.70 644.70
 02 NATIONAL IPA REGIST#1041005 ** COMMENT ** 00002637 644.70 644.70
 03 NATIONAL IPA CONTACT#R142208 ** COMMENT ** 00002637 0.00 0.00

NATGOLF NATIONAL GOLF GRAPHICS LLC
 9170

01 FLAGS	504100076517	02/17/18	00000000	59153	05/15/18	330.50	330.50
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NICOR NICOR GAS
 042718

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01 MAINT BLDG	101500096703	04/27/18	00000000	59142	05/11/18	1,417.80	1,417.80
02 MAINT BLDG	504100096703		00000000				344.14
03 UPSTAIRS OFFICE	101000096703		00000000				344.15
04 ADMINISTRATION	101000096703		00000000				33.33
05 ADMINISTRATION	201000096703		00000000				72.09
06 PRO SHOP	504000096703		00000000				72.08
07 CLUBHOUSE	303000096703		00000000				30.90
08 PUMP HOUSE	504100096703		00000000				30.90

VENDOR TOTAL: 28,278.17
 VENDOR TOTAL: 330.50
 VENDOR TOTAL: 330.50

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
042718	09	AIRPORT RD PROPERTY	207500096703	04/27/18	00000000	59142	05/11/18	1,417.80	1,417.80
VENDOR TOTAL: 1,417.80									
017-646	01	SERVICE DESK UNIFORMS	207500026101	04/25/18	00002835	59091	04/27/18	1,119.90	1,119.90
02	02	OPENING EVENTS JACKETS	101200046215		00002835			458.85	458.85
VENDOR TOTAL: 1,119.90									
PAULSEN	PAULSEN APPLIANCE								
11098	01	COMM CTR 43" LED SRT TV	711000207036	02/14/18	00002602	59075	04/24/18	2,560.50	2,560.50
02	02	SANUS FULL MOTION WALL MOUNT	711000207036		00002602			981.00	981.00
03	03	INSTALLATION	711000207036		00002602			837.00	837.00
VENDOR TOTAL: 2,560.50									
PERFOR	PERFORMANCE FOOD GROUP								
5713805	01	POPCORN OIL	303300086621	04/24/18	00002872	59132	05/09/18	2,087.06	1,368.12
02	02	POPCORN	303300086621		00002872			36.35	36.35
03	03	NACHO CHEESE	303300086621		00002872			21.41	21.41
04	04	TORTILLA CHIPS	303300086620		00002872			56.83	56.83
05	05	GATORADE	303000086631		00002872			18.77	18.77
06	06	GROUND BEEF	303300086613		00002872			24.19	24.19
07	07	SLICED CHEESE	303000086629		00002872			196.00	196.00
08	08	BRAATS	303000086615		00002872			41.07	41.07
09	09	HOT DOGS 6/1	303000086615		00002872			75.58	75.58
10	10	SOFT PRETZELS	303300086619		00002872			112.08	112.08
11	11	HAMBURGERS	303000086613		00002872			172.08	172.08
12	12	HOT DOGS 8/1	303000086615		00002872			447.52	447.52
13	13	PORK CHOPS	303300086613		00002872			102.78	102.78
VENDOR TOTAL: 2,087.06									
5721587	01	GATORADE	303000086631	05/01/18	00002873	59132	05/09/18	2,087.06	718.94
02	02	HAMBURGER BUNS	303000086613		00002873			179.46	179.46
03	03	FRENCH FRIES	303000086617		00002873			27.44	27.44
04	04	HOT DOGS 6/1	303000086615		00002873			19.51	19.51
05	05	BRAATS	303000086615		00002873			112.08	112.08
06	06	HAMBURGERS	303000086613		00002873			76.64	76.64
07	07	POPCORN CHICKEN	303000086616		00002873			111.88	111.88
08	08	HOT DOGS 8/1	303000086615		00002873			35.63	35.63
09	09	FLERY FINGER CHICKEN STRIPS	303000086616		00002873			102.78	102.78
VENDOR TOTAL: 2,087.06									

17 FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PING	14176828	01 PING G SAND WEDGE	501000001302	04/25/18	00002855	59133	05/09/18	58.50	58.50
VENDOR TOTAL: 58.50									
POWERSY	8353334	01 TRX MULTI MOUNT 21 FT SYSTEM	711000207036	03/19/18	00002629	59076	04/24/18	3,158.01	1,835.64
		02 SHIPPING	711000207036		00002629				1,458.89
VENDOR TOTAL: 3,158.01									
	8354502	01 COMMERCIAL SUSPENSION TRAILER	711000207036	03/22/18	00002629	59076	04/24/18	3,158.01	1,322.37
		02 SHIPPING	711000207036		00002629				1,299.12
VENDOR TOTAL: 23.25									
PRIN	MAY 2018	PRINCIPAL LIFE GROUP		05/11/18		59143	05/11/18	1,393.89	1,393.89
VENDOR TOTAL: 1,393.89									
RINGCEN	471532	01 MONTHLY SERVICE	101000096700	04/20/18	00000000	59144	05/11/18	966.29	966.29
		02 MONTHLY SERVICE	201000096700		00000000				483.15
VENDOR TOTAL: 483.14									
RINGLAND	216095-19	01 CAMPUS PROJECT	711000056312	04/25/18	00000000	59136	05/10/18	200,380.00	200,380.00
VENDOR TOTAL: 200,380.00									
SMART	7520	01 Ex-Cell Kaiser 18 gal. Trash	711000207036	03/27/18	00002573	59112	05/03/18	5,300.00	5,300.00
VENDOR TOTAL: 2,750.00									

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	7520	02 Ex-cell Kasier 18 gal Recycle	711000207036	03/27/18	00002573	59112	05/03/18	5,300.00	5,300.00
		03 Freight & Lift Gate Serv.	711000207036		00002573				2,160.00
		04 Delivery Date: March 26, 2018	** COMMENT **		00002573				390.00
		05 Delivery Address	** COMMENT **		00002573				0.00
		06 Sycamore Park District	** COMMENT **		00002573				0.00
		07 Community Center	** COMMENT **		00002573				0.00
		08 480 S. Airport Rd.	** COMMENT **		00002573				0.00
		09 Sycamore, IL 60178	** COMMENT **		00002573				0.00
SOU		SOUTHERN GLAZER'S WINE SPIRITS						VENDOR TOTAL:	5,300.00
	2057307	01 GIN AND RUM	303000086636	04/10/18	00002829	59092	04/27/18	405.55	405.55
		02 VODKA	303000086636		00002829				101.40
		03 CHAMPAGNE	101200046214		00002829				124.25
		04 CHAMPAGNE	303500086640		00002829				66.42
		05 DELIVERY CHARGE	303000086636		00002829				110.48
									3.00
SPEC		SPECIAL FX						VENDOR TOTAL:	405.55
	41908	01 FT IMRF & INSTRUCTOR SHIRTS	101200046215	04/12/18	00002838	59093	04/27/18	1,218.00	1,218.00
	41935	01 PARK PRIDE SHIRTS 2018	206194036216	05/02/18	00002858	59125	05/08/18	375.00	375.00
STAPLES		STAPLES BUSINESS ADVANTAGE						VENDOR TOTAL:	1,593.00
	3371535168	01 BALANCE	101000046200	03/10/18	00000000	59120	05/03/18	3,948.63	0.10
	3372138232	01 ADDRESS STAMP	101000046200	03/17/18	00000000	59120	05/03/18	3,948.63	0.10
	3372138233	01 MARKERS-POST ITS-BINDERS	101000046200	03/17/18	00000000	59120	05/03/18	3,948.63	157.69
		02 MARKERS-POST ITS-BINDERS	201000046200		00000000				33.86
		03 MARKERS-POST ITS-BINDERS	207500046200		00000000				33.86
		04 INK- RESUME PAPER	201000046200		00000000				33.87
		05 INK- RESUME PAPER	101000046200		00000000				16.79
		06 3 HOLE PUNCH - CC FD	207500046200		00000000				16.79
	3372699802			03/24/18		59120	05/03/18	3,948.63	635.37

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3372699802		01 CLEANING SUPPLIES	101000076510	03/24/18		59120	05/03/18	3,948.63	635.37
		02 CLEANING SUPPLIES - CC	201000076510						303.76
		03 FFE MOP/HANDLE	711000207036						303.76
									27.85
3372699803		01 FFE-MOP BUCKET	711000207036	03/24/18		59120	05/03/18	3,948.63	95.05
3372699805		01 FFE-MOP HANDLE	711000207036	03/24/18		59120	05/03/18	3,948.63	31.04
3372699806		01 FFE LARGE DUST PAD - CC	711000207036	03/24/18		59120	05/03/18	3,948.63	24.04
3372699807		01 FFE DUST MOP FRAME	711000207036	03/24/18		59120	05/03/18	3,948.63	10.66
3372699808		01 SANI BAGS	101000076510	03/24/18		59120	05/03/18	3,948.63	17.58
		02 SANI BAGS	201000076510						8.79
									8.79
3373369709		01 CC FRONT LOBBY TREES	207500046200	03/31/18		59120	05/03/18	3,948.63	232.72
3373369714		01 SCREEN-DIDN'T ORDER	101000046200	03/31/18		59120	05/03/18	3,948.63	223.00
3373369715		01 TABLE-DIDN'T ORDER	101000046200	03/31/18		59120	05/03/18	3,948.63	195.99
3373369717		01 CREDIT-PRICING ADJUSTMENT	207500046200	03/31/18		59120	05/03/18	3,948.63	-16.43
3373369722		01 CREDIT-RETURN DIDN'T ORDER	101000046200	03/31/18		59120	05/03/18	3,948.63	-195.99
3373369729		01 WEATHER CENTER	101000046200	03/31/18		59120	05/03/18	3,948.63	37.04
		02 WEATHER CENTER	201000046200						18.52
									18.52
3373369733		01 CREDIT-DIDNT ORDER ITEM	101000046200	03/31/18		59120	05/03/18	3,948.63	-38.19
		02 CREDIT-DIDNT ORDER ITEM	201000046200						-19.09
									-19.10
3373369735				03/31/18		59120	05/03/18	3,948.63	844.00

21

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3374259396		01 COPY PAPER	101000046200	04/07/18	00000000	59120	05/03/18	3,948.63	59.98
		02 COPY PAPER	201000046200		00000000				19.99
		03 COPY PAPER	207500046200		00000000				19.99
									20.00
3375037264		01 OFFICE SUPPLIES	207500046200	04/14/18	00000000	59120	05/03/18	3,948.63	509.53
3375037265		01 DESK COMPUTER STAND	207500046200	04/14/18	00000000	59120	05/03/18	3,948.63	20.37
									20.37
3375037267		01 CREDIT-PRICING ADJUSTMENT	207500046200	04/14/18	00000000	59120	05/03/18	3,948.63	-47.60
3375037268		01 STAMP	101000046200	04/14/18	00000000	59120	05/03/18	3,948.63	15.69
		02 STAMP	201000046200		00000000				7.84
									7.85
3375648803		01 TIME CARD RACK	101000046200	04/21/18	00000000	59120	05/03/18	3,948.63	61.09
		02 TIME CARD RACK	207500046200		00000000				21.69
		03 TIME CARD LABELS	101000046200		00000000				21.69
		04 TIME CARD LABELS	201000046200		00000000				8.85
									8.86
3375648805		01 PAPER-PENS-FOLDERS	101000046200	04/21/18	00000000	59120	05/03/18	3,948.63	94.92
		02 PAPER-PENS-FOLDERS	201000046200		00000000				31.64
		03 PAPER-PENS-FOLDERS	207500046200		00000000				31.64
									31.64
3376292490		01 CREDIT-RETURN-DIDN'T ORDER	101000046200	04/28/18	00000000	59120	05/03/18	3,948.63	-223.00
3376292491		01 TIME CARD RACK	101000046200	04/28/18	00000000	59120	05/03/18	3,948.63	26.19
		02 TIME CARD RACK	207500046200		00000000				13.09
									13.10
3376292492		01 NAPKINS-CLUBHOUSE	303000076500	04/28/18	00000000	59120	05/03/18	3,948.63	189.56
3376292493		01 WALL FILES-CARD GUIDES	207500046200	04/28/18	00000000	59120	05/03/18	3,948.63	189.56
									118.38
									118.38
SUP		SUPERIOR BEVERAGE							
484827				04/11/18		59094	04/27/18	407.70	407.70
		VENDOR TOTAL:						3,948.63	

DATE: 05/16/2018
TIME: 13:09:46
ID: AP450000.WOW

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

PAGE: 16

22

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SUPERIOR INDUSTRIAL SUPPLY									
484999		01 BUD LIGHT	303000086634	04/11/18	00002828	59094	04/27/18	407.70	407.70
		02 BUD LIGHT	303000086634		00002828			92.10	92.10
		03 KEG	303000086634		00002828			153.50	153.50
		04 BUSCH LIGHT	303000086634		00002828			131.00	131.00
		05 DELIVERLY CHARGE	303000086634		00002828			28.10	28.10
								3.00	3.00
								244.60	244.60
								153.50	153.50
								28.10	28.10
								35.00	35.00
								25.00	25.00
								3.00	3.00
								652.30	652.30
SUPERIOR INDUSTRIAL SUPPLY									
123988		01 WIPES - PATHWAY	207000076510	04/03/18	00000000	59154	05/15/18	495.97	137.64
								137.64	137.64
								495.97	495.97
124645		01 WIPES-FITNESS - CC	207500076510	04/18/18	00000000	59154	05/15/18	495.97	358.33
								358.33	358.33
								495.97	495.97
SYCAMORE SIGN COMPANY									
481861		01 LEGACY CAMPUS SIGNS - BALANCE	711000207040	03/27/18	00002600	59077	04/24/18	3,540.37	3,540.37
								3,540.37	3,540.37
								3,540.37	3,540.37
SYCAMORE PARK DISTRICT									
EXTRA BB BANK 2018									
01 EXTRA BB BANK 2018			301000001010	04/26/18	00000000	59083	04/26/18	500.00	500.00
								500.00	500.00
								500.00	500.00
SYCAMORE PARK DISTRICT									
2018 BB BANKS									
01 BASEBALL CONC BANKS			301000001010	05/03/18	00000000	59121	05/03/18	200.00	200.00
								200.00	200.00
								200.00	200.00
DONAHOE, JEFF									
REIMBURSEMENT									
				05/02/18		59105	05/03/18	791.98	791.98
								791.98	791.98
								200.00	200.00
								791.98	791.98

28
 FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		REIMBURSEMENT	504100076500	05/02/18	00000000	59105	05/03/18	791.98	791.98
		01 REIMBURSEMENT						791.98	791.98
T0001389		STENBERG, DEREK							
		4-27-18 PAYROLL	101000003028	04/27/18	00000000	59086	04/27/18	343.58	343.58
		01 4-27-18 PAYROLL						343.58	343.58
T0001536		COLEMAN, ARIC							
		042718 PAYROLL	101000003028	04/27/18	00000000	59085	04/27/18	535.04	535.04
		01 4-27-18 PAYROLL						535.04	535.04
T0001538		HIRST, ROBERT							
		REFUND	201000002150	04/24/18	00000000	59078	04/24/18	72.00	72.00
		01 REFUND						72.00	72.00
T0001539		STOJAN, BRANDON							
		REIMBURSEMENT	101000076500	05/01/18	00000000	59099	05/01/18	362.00	362.00
		01 REIMBURSEMENT						362.00	362.00
TOUR		TOUR EDGE GOLF MFG. INC.							
		IN-01204895	501000001302	04/19/18	00002821	59122	05/03/18	587.50	587.50
		01 TOUR EDGE SPECIAL ORDER SET						587.50	587.50
TUMBLTR		TUMBL TRAK							
		169965	711000207036	02/23/18	00002606	59079	04/24/18	3,673.02	3,673.02
		01 TUMBLING EQUIPMENT						3,673.02	3,673.02
UNIVERSI		UNIVERSITY PLAZA APARTMENTS							
		MAY 2018 TRAINING	518000046207	05/08/18	00000000	59126	05/08/18	560.00	560.00
		01 LIFE GUARD TRAINING- 4 DAYS						560.00	560.00
		VENDOR TOTAL:						560.00	560.00

25

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	040918	23 72X36 DISPLAYS2GO BULLETIN BD	711000207036	04/09/18	00002733	59103	05/02/18	5,474.35	5,474.35
		24 SUPPLIES	201000046200		00002733				409.17
		25 POSTAGE	201000046202		00002733				9.68
		26 POSTAGE	101000046202		00002733				21.81
		27 GRAND OPENING SUPPLIES	101200046214		00002733				21.81
		28 SALEX TAX REFUND	504100066402		00002733				35.97
		29 MATS FOR FITNESS EQUIPMENT	711000207036		00002733				-4.87
		30 CLOCKS	711000207036		00002733				359.88
		31 FIRST AID CABINET	207500076500		00002733				290.86
		32 AIRPOTS AND HOLDER	711000207036		00002672				80.95
		33 WIPES PLUS HOLDER AND GARBAGE	711000207036		00002672				89.99
		34 SHIPPING	711000207036		00002672				441.52
		35 BIRTHDAY UNIVERSITY	201000046207		00002672				28.93
		36 FOOD & SUPPLIES FOR MEETINGS	101000046212		00002672				329.19
		37 FOOD & SUPPLIES FOR MEETINGS	201000046212		00002672				80.78
		38 FACEBOOK/MARKETING	101200046214		00002672				80.78
									76.09
	040918-2ND CHECK			04/09/18		59104	05/02/18	4,554.42	4,554.42
		01 MICROWAVE	711000207036		00002673				119.98
		02 COFFEE MACHINE	711000207036		00002673				214.88
		03 VENDING MACHINE	701000207010		00002673				3,998.00
		04 COFFEE MACHINE	711000207036		00002673				214.88
		05 SHIPPING	711000207036		00002673				6.68
									VENDOR TOTAL: 10,028.77
VISIONAR	VISIONARY WEBWORKS								
	VW-040518-01			04/05/18		59080	04/24/18	1,195.00	1,195.00
		01 STAFF ONLY PORTAL	201000036130		00002782				1,195.00
									VENDOR TOTAL: 1,195.00
WALM	WALMART COMMUNITY/RFCSLLC								
	041618			04/16/18		59149	05/11/18	1,142.37	1,142.37
		01 ORANGE JUICE	206095026216		00002824				8.89
		02 PLATES	206095026216		00002824				9.68
		03 BUTTER	206095026216		00002824				3.32
		04 BUTTER	303500086640		00002824				3.32
		05 ORANGE JUICE	303000086636		00002824				20.32
		06 SKILLET PAN	303000076500		00002824				29.96
		07 PANCKEMIX, SYRUP, NPR, FORKS	206095026216		00002832				32.38
		08 NAPKINS/FORKS	101200046214		00002832				7.59
		09 NAPKINS (GALLEY)	303000076500		00002832				5.22
		10 MEMBERSHIP	303000046210		00002832				45.00
		11 BREAD	303000086612		00002832				11.64

FROM 04/24/2018 TO 05/16/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
041618				04/16/18				1,142.37	1,142.37
		12 CHIPS	303000086622		00002832	59149	05/11/18		43.92
		13 CRACKERS	303000086618		00002832				13.76
		14 COOKIES	303000086618		00002832				141.15
		15 GRANOLA BARS	303000086618		00002832				55.14
		16 PURE PROTEIN BARS	303000086618		00002832				16.98
		17 HOT CHOCOLATE	303000086632		00002832				40.26
		18 JUICE BOTTLES	303000086633		00002832				13.98
		19 JUICE BOXES	303000086633		00002832				5.98
		20 RED BULL	303000086631		00002832				34.38
		21 CANDY	303000086624		00002832				310.41
		22 SUNFLOWER SEEDS	303300086618		00002832				85.92
		23 DANISHES	303000086611		00002832				56.84
		24 SLIM JIMS	303000086623		00002832				19.48
		25 FRUIT SNACKS	303000086623		00002832				10.78
		26 CREAMER	303000086632		00002832				4.98
		27 OLIVES	303000086636		00002832				6.72
		28 CHILI POWDER	303500086640		00002832				6.46
		29 DAMN/BAR RAGS	303000076551		00002832				21.66
		30 KNIFE	303000076500		00002832				13.78
		31 POPCORN SALT	303300086621		00002832				2.71
		32 BAGELS	303000086610		00002830				9.24
		33 EGGS	303000086610		00002830				1.30
		34 ENGLISH MUFFINS	303000086610		00002830				2.28
		35 LETTUCE/TOMATOES/ONIONS	303000086629		00002830				8.40
		36 PLATES	101200046214		00002822				14.82
		37 COFFEE, CREAMER, POURERS	303000076500		00002822				23.72

VENDOR TOTAL: 1,142.37
 TOTAL --- ALL INVOICES: 533,119.71

DATE: 05/18/2018
TIME: 14:26:48
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

BOARD

INVOICES DUE ON/BEFORE 05/22/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	1,947.33	432.74
CINTA	CINTAS CORPORATION #355	592.68	20.94
COMCA	COMCAST	2,144.33	172.43
FINN	FINNEY'S ELECTRIC	1,350.00	128.63
FOX1	FOX VALLEY FIRE & SAFETY	1,414.00	141.50
FRONTIER	FRONTIER	3,298.74	283.31
MENA	MENARDS - SYCAMORE	2,947.45	53.19
UNIT1	U.S. POSTAL SERVICE-CMRS-FP	300.00	500.00
WASTE	WASTE MANAGEMENT	1,237.69	68.91
	ADMINISTRATION		1,801.65
12	MARKETING		
ROCHNEW	THE ROCHELLE NEWS-LEADER		260.00
WDKB-FM	WDKB-FM		1,675.00
	MARKETING		1,935.00
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	4,025.82	253.47
AIRGAS	AIRGAS USA LLC	51.90	84.44
ARTHU	ARTHUR CLESEN, INC.	2,123.40	132.76
BURRI	BURRIS EQUIPMENT CO.	4,136.95	351.39
CINTA	CINTAS CORPORATION #355	592.68	19.50
CINTA2	CINTAS CORP	38.07	55.71
CSR	CSR BOBCAT EQUIPMENT CO.	345.47	35.83
DEEGANS	DEEGANS GARAGE INC	95.50	61.00
DEK3	DEKALB COUNTY COLLECTOR		2,515.84
DEKA	DEKALB LAWN & EQUIPMENT CO.	190.02	143.89
DEKA3	DEKALB IRON & METAL CO.		74.60
DUNT	DUNTEMAN TURF FARMS		240.00
GRAI	GRAINGER	729.27	28.51
HOMER	HOMER INDUSTRIES		1,480.00
LOWE	LOWE'S	918.31	712.09
MAR	ARCH CHEM-MARINE BIOCHEM		425.00
MENA	MENARDS - SYCAMORE	2,947.45	282.58
MIKESA	MIKE'S AUTO & TRUCK	81.00	27.00
MROUT	MR OUTHUSE	2,575.00	415.00
REIN	REINDERS, INC.	11,117.94	604.82
SAF	SAFETY-KLEEN CORP.	561.90	100.00

DATE: 05/18/2018
 TIME: 14:26:48
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/22/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
UNITREN	UNITED RENTALS (NORTH AMERICA)		221.95
WASTE	WASTE MANAGEMENT	1,237.69	37.16
	PARKS		8,302.54
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	592.68	18.58
COMCA	COMCAST	2,144.33	172.43
FRONTIER	FRONTIER	3,298.74	283.31
	ADMINISTRATION		474.32
21	SPORTS COMPLEX MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	4,025.82	87.50
ARTHU	ARTHUR CLESEN, INC.	2,123.40	104.00
BSN	BSN SPORTS	10,830.59	127.96
CONS	CONSERV FS	3,554.28	425.81
DUNT	DUNTEMAN TURF FARMS		21.46
FAST	FASTENAL COMPANY	226.66	299.12
GRAI	GRAINGER	729.27	333.60
JOHN	JOHNSON SEAT & CANVAS SHOP	200.00	117.50
MEL	MELIN'S LOCK & KEY	18.45	112.24
MENA	MENARDS - SYCAMORE	2,947.45	42.09
MROUT	MR OUTHUSE	2,575.00	200.00
PIO	PIONEER MANUFACTURING CO.		5,304.15
REIN	REINDERS, INC.	11,117.94	66.58
WAGN	WAGNER AGGREGATE, INC.		420.91
WASTE	WASTE MANAGEMENT	1,237.69	37.15
	SPORTS COMPLEX MAINTENANCE		7,700.07
60	PROGRAMS - SPECIAL EVENTS		
PERFOR	PERFORMANCE FOOD GROUP	2,087.06	185.62
	PROGRAMS - SPECIAL EVENTS		185.62

DATE: 05/18/2018
 TIME: 14:26:48
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/22/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
65	BROCHURE		
LE PRINT	LE PRINT EXPRESS	117.50	325.35
	BROCHURE		325.35
70	WEIGHT ROOM		
BSN	BSN SPORTS	10,830.59	220.78
MENA	MENARDS - SYCAMORE	2,947.45	102.66
	WEIGHT ROOM		323.44
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355	592.68	12.19
CINTA2	CINTAS CORP	38.07	477.89
COMCA	COMCAST	2,144.33	305.52
FAST	FASTENAL COMPANY	226.66	36.53
GRAI	GRAINGER	729.27	262.78
LOWE	LOWE'S	918.31	65.99
MENA	MENARDS - SYCAMORE	2,947.45	180.41
STRANS	STRANS GARDEN CENTER	37,886.55	1,285.00
WASTE	WASTE MANAGEMENT	1,237.69	145.01
	COMMUNITY CENTER		2,771.32
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
COMCA	COMCAST	2,144.33	68.19
EUCL	EUCLID BEVERAGE LTD.	754.25	344.90
PEPSI	PEPSI COLA GEN. BOT.		2,362.51
PERFOR	PERFORMANCE FOOD GROUP	2,087.06	1,436.13
SUP	SUPERIOR BEVERAGE	652.30	406.96
USFOODS	US FOODS INC		1,612.93
WASTE	WASTE MANAGEMENT	1,237.69	58.92
	CLUBHOUSE CONCESSIONS		6,290.54
33	SPORTS COMPLEX CONCESSIONS		

DATE: 05/18/2018
TIME: 14:26:48
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4 30

INVOICES DUE ON/BEFORE 05/22/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
AMER	AMERIGAS		88.88
LOWE	LOWE'S	918.31	50.32
MENA	MENARDS - SYCAMORE	2,947.45	17.40
PEPSI	PEPSI COLA GEN. BOT.		405.83
PERFOR	PERFORMANCE FOOD GROUP	2,087.06	41.76
USFOODS	US FOODS INC		350.11
	SPORTS COMPLEX CONCESSIONS		954.30
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	1,298.18	175.62
	ADMINISTRATION		175.62
40	GOLF OPERATIONS		
COMCA	COMCAST	2,144.33	68.19
NIV	NIVEL PARTS & MANUFACTURING	636.82	171.34
PLAY	PLAYERS GOLF CARS		91.73
	GOLF OPERATIONS		331.26
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,123.40	754.34
BURRI	BURRIS EQUIPMENT CO.	4,136.95	243.98
CINTA	CINTAS CORPORATION #355	592.68	19.50
CONS	CONSERV FS	3,554.28	450.62
MENA	MENARDS - SYCAMORE	2,947.45	81.74
REIN	REINDERS, INC.	11,117.94	13.48
TYLER	TYLER ENTERPRISES		3,573.54
	GOLF MAINTENANCE		5,137.20
AQUATICS			
80	COMMUNITY POOL		
SYCPK2	SYCAMORE PARK DISTRICT	1,975.00	400.00

DATE: 05/18/2018
TIME: 14:26:48
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/22/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
AQUATICS			
80	COMMUNITY POOL		
THELIFE	THE LIFEGUARD STORE		575.00
UNIVERSI	UNIVERSITY PLAZA APARTMENTS	560.00	140.00
	COMMUNITY POOL		1,115.00
81	AQUATICS MAINTENANCE		
HALO	HALOGEN SUPPLY COMPANY, INC.		1,586.24
MENA	MENARDS - SYCAMORE	2,947.45	78.85
	AQUATICS MAINTENANCE		1,665.09
CAPITAL PROJECTS			
10	ADMINISTRATION		
ANCHOR	ANCHOR INDUSTRIES INC	3,528.00	70.00
SELDAL	SELDAL PLUMBING		3,500.00
THELIFE	THE LIFEGUARD STORE		1,229.00
	ADMINISTRATION		4,799.00
ACTION 2020			
10	ADMINISTRATION		
INTERIOR	INTERIOR INVESTMENTS, LLC		1,719.21
LOWE	LOWE'S	918.31	362.26
POWERSY	POWERSYSTEMS	3,158.01	211.48
	ADMINISTRATION		2,292.95
	TOTAL ALL DEPARTMENTS		46,580.27

Interim \$ 533,119.71
New \$ 46,580.27

Total \$ 579,699.98

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: April 24, 2018

Administrative Initiatives (4/1/18 – 4/30/18)

- Attended scheduled Management Team and Board meetings.
- Finalized audit and presented to Board. Filed with County.
- Met with representatives from Speer Financial and PFM to discuss future bond issue.
- Performed first installment billing for Pathway Fitness memberships and passes. The May installment was for 46 households/76 individuals. This has already increased by 23 individuals. The monthly installment was \$1,074 processed through credit cards and \$275 through ACH transactions.
- Finalized with DCCF to distribute Action 2020 donations.
- Reviewed applications for financial assistance. Worked with Customer Service staff on how to handle these transactions.
- Continued to work with CMJ to setup the site to site link to join pool to district network. Working with Lisa to determine hardware needed.
- Continued to review cash flow and transferred funds as needed.
- Continued pulling documents to be placed in the employee portal.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions (catering and sports complex) and pro shop.

- Submitted engineering billing to IDOT for reimbursement.
- Participated in PDRMA Webinar – How to Get Your GASB 75 Report.
- Participated in PDRMA PATH Water Works Challenge.
- Assisted staff with technology problems. Coordinated assistance from CMJ to resolution.
- Performed criminal background checks on new hires.
- Completed PDRMA Operating Expenditure Request.
- Worked with staff to establish phone “trees” and set up in phone system.
- Continued communication with CMJ and Vermont Systems to resolve issues at Community Center customer service desk.
- Reviewed opening and closing procedures for Sycamore Community Pool and provided input.
- Attended Pumpkin Festival Committee meeting.

Administrative Initiatives (6/1/18 – 6/30/18)

- Attend Management Team and Board meetings.
- Work with staff to finalize monthly allocation of 2018 budget and enter in MSI.
- Work on cash flow scenarios for the evaluation of future bond issue.
- Finalize Comptroller Report to file with state.
- Update quarterly capital fund spreadsheet.
- Prepare Prevailing Wage Ordinance.
- Coordinate vendor applications, if any, for Storm Dayz.

- Complete PDRMA Annual Salary audit for the purposes of updating life insurance information.
- Continue to review applications for financial assistance.
- Review and run installment billing for Pathway Fitness memberships/passes.
- Wellness Ambassador Training.
- Establish Frontier contact to terminate phone numbers no longer needed.
- Assist Lisa in computer set up for pool operations.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (catering, sports complex, beverage cart) and pro shop sales.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Begin work on updating equipment lifecycle spreadsheets. Train on AssetMAXX software.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Corporate Fund (10)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	19,470.96	32,465.92	1,331,721.00	26,584.43	22.1% (1)
Marketing			-		
Parks	-	-	14,207.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	19,470.96	32,465.92	1,345,928.00	26,584.43	22.1%
Expenses					
Administration	31,833.11	132,076.55	901,754.00	138,168.33	-4.4% (2)
Marketing	6,141.76	12,597.42	77,704.00	7,594.48	65.9% (3)
Parks	13,523.44	53,766.39	292,674.00	55,088.74	-2.4%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	51,498.31	198,440.36	1,272,132.00	200,851.55	-1.2%
Total Fund Revenues	19,470.96	32,465.92	1,345,928.00	26,584.43	22.1%
Total Fund Expenses	51,498.31	198,440.36	1,272,132.00	200,851.55	-1.2%
Surplus (Deficit)	(32,027.35)	(165,974.44)	73,796.00	(174,267.12)	-4.8%

(1) Replacement taxes are lower in 2018 by 25.3% \$5,865. However farm lease payment not received until May in 2017.

(2) Education/Training higher in 2017 by 55.5% \$6,683 due to Vermont Systems new system training.

(3) Marketing of Legacy Campus in 2018

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2018

Recreation Fund (20)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	940,031.00	212.66	-100.0%
Sports Complex	400.00	400.00	44,867.00	8,028.00	-95.0% (2)
Sports Complex Maintenance	-	-	41,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	2,195.00	618.95	-100.0%
Programs-Youth	1,014.00	1,720.00	3,519.00	7,336.28	-76.6% (1)
Programs-Tweens	-	-	759.00	125.00	-100.0% (1)
Programs-Adult	906.00	2,044.00	5,951.00	936.00	118.4% (1)
Programs-Family	-	-	-	-	#DIV/0! (1)
Programs-Adult Athletic Leagues	-	-	9,653.00	-	#DIV/0! (1)
Programs-Youth Athletics	5,007.58	9,542.58	34,697.00	12,151.00	-21.5% (1)
Programs-Fitness	3,003.40	4,775.40	7,848.00	4,386.00	8.9% (1)
Programs-Early Childhood	272.00	3,032.00	4,615.00	205.00	1379.0% (1)
Programs-Senior	-	-	-	-	#DIV/0! (1)
Programs-Dance	259.00	1,003.00	2,752.00	1,079.00	-7.0% (1)
Programs-Special Events	360.00	4,080.00	6,211.00	4,566.00	-10.6% (1)
Programs-Community Events	-	1,960.00	14,620.00	1,600.00	22.5%
Programs-Trips	-	-	-	-	#DIV/0! (1)
Brochure	-	-	7,350.00	4,650.00	-100.0% (2)
Fitness Room	44,713.80	44,902.80	107,687.00	-	#DIV/0!
Community Center	3,909.60	3,909.60	37,444.00	-	#DIV/0!
Total Revenues	59,845.38	77,369.38	1,271,415.00	45,893.89	68.6%

(1) Revenue from programs decreased 13.1%, \$4,227 compared to 2017.

(2) timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Expenses

Administration	36,830.07	166,244.66	517,861.00	125,005.04	33.0%	(1)
Sports Complex	-	-	250.00	-	#DIV/0!	
Sports Complex Maintenance	29,292.85	126,808.71	411,989.00	128,509.74	-1.3%	
Midwest Museum of Natural Hist	1,520.25	4,022.39	9,750.00	10,185.88	-60.5%	(2)
Programs-Youth	72.67	542.28	2,744.00	1,968.12	-72.4%	(3)
Programs-Tweens	-	-	583.00	-	#DIV/0!	(3)
Programs-Adult	24.23	871.65	4,298.00	563.96	54.6%	(3)
Programs-Family	-	-	-	-	#DIV/0!	(3)
Programs-Adult Athletic Leagues	73.21	2,106.76	4,774.00	1,593.35	32.2%	(3)
Programs-Youth Athletics	97.97	993.47	22,080.00	2,496.00	-60.2%	(3)
Programs-Fitness	983.08	2,144.62	4,105.00	1,839.42	16.6%	(3)
Programs-Early Childhood	-	1,305.00	3,084.00	169.73	668.9%	(3)
Programs-Senior	-	-	-	-	#DIV/0!	(3)
Programs-Dance	72.67	331.05	1,574.00	512.74	-35.4%	(3)
Programs-Special Events	90.53	1,103.64	3,847.00	2,992.77	-63.1%	(3)
Programs-Community Events	-	1,573.00	30,142.00	-	#DIV/0!	(3)
Programs-Trips	-	-	-	952.33	-100.0%	(3)
Brochure	4,740.78	6,198.05	25,000.00	6,743.97	-8.1%	
Fitness Room	4,289.60	4,289.60	49,380.00	-	#DIV/0!	
Community Center	18,875.33	30,964.81	173,233.00	-	#DIV/0!	
Total Expenses	96,963.24	349,499.69	1,264,694.00	283,533.05	23.3%	
Total Fund Revenues	59,845.38	77,369.38	1,271,415.00	45,893.89	68.6%	
Total Fund Expenses	96,963.24	349,499.69	1,264,694.00	283,533.05	23.3%	
Surplus (Deficit)	(37,117.86)	(272,130.31)	6,721.00	(237,639.16)	14.5%	

(1) In 2018, Supt of Recreation wages and related (not hired until July 2017) and RecTrac Annual Maint (billed in May 2017).

(2) Installed 2 new heat exchangers in 2017

(3) Expenses for programs decreased 16.2%, \$2,117 compared to 2017.

(4) primarily utilities for new community center.

Donations (21)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	5,550.00	54,465.00	450,000.00	8,648.38	529.8% (1)
Total Revenues	5,550.00	54,465.00	450,000.00	8,648.38	529.8%
Expenses					
Administration	-	-	450,000.00	-	#DIV/0!
Total Expenses	-	-	450,000.00	-	#DIV/0!
Total Fund Revenues	5,550.00	54,465.00	450,000.00	8,648.38	529.8%
Total Fund Expenses	-	-	450,000.00	-	#DIV/0!
Surplus (Deficit)	5,550.00	54,465.00	-	8,648.38	529.8%

(1) 2018 received two year installment from Northwestern Medicine \$40,000

Special Recreation (22)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	179,000.00	138.12	-100.0%
Total Revenues	-	-	179,000.00	138.12	-100.0%
Expenses					
Administration	64.89	81.12	191,500.00	145,088.88	-99.9% (1)
Total Expenses	64.89	81.12	191,500.00	145,088.88	-99.9%
Total Fund Revenues	-	-	179,000.00	138.12	-100.0%
Total Fund Expenses	64.89	81.12	191,500.00	145,088.88	-99.9%
Surplus (Deficit)	(64.89)	(81.12)	(12,500.00)	(144,950.76)	-99.9%

(1) Changed timing of KSRA payment and 2017 expenses for ADA improvements at pool.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Insurance (23)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	70,000.00	40.01	-100.0%
Total Revenues	-	-	70,000.00	40.01	-100.0%
Expenses					
Administration	-	-	65,738.00	-	#DIV/0!
Total Expenses	-	-	65,738.00	-	#DIV/0!
Total Fund Revenues	-	-	70,000.00	40.01	-100.0%
Total Fund Expenses	-	-	65,738.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,262.00	40.01	-100.0%

Audit (24)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	14,500.00	20.40	-100.0%
Total Revenues	-	-	14,500.00	20.40	-100.0%
Expenses					
Administration	12,500.00	12,500.00	14,500.00	12,200.00	2.5%
Total Expenses	12,500.00	12,500.00	14,500.00	12,200.00	2.5%
Total Fund Revenues	-	-	14,500.00	20.40	-100.0%
Total Fund Expenses	12,500.00	12,500.00	14,500.00	12,200.00	2.5%
Surplus (Deficit)	(12,500.00)	(12,500.00)	-	(12,179.60)	2.6%

Paving & Lighting (25)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	46.54	-100.0%
Total Revenues	-	-	100.00	46.54	-100.0%
Expenses					
Administration	-	-	21,000.00	-	#DIV/0!
Total Expenses	-	-	21,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	46.54	
Total Fund Expenses	-	-	21,000.00	-	
Surplus (Deficit)	-	-	(20,900.00)	46.54	

Park Police (26)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	100.00	6.59	-100.0%
Total Revenues	-	-	100.00	6.59	-100.0%
Expenses					
Administration	-	-	3,000.00	-	#DIV/0!
Total Expenses	-	-	3,000.00	-	#DIV/0!
Total Fund Revenues	-	-	100.00	6.59	-100.0%
Total Fund Expenses	-	-	3,000.00	-	
Surplus (Deficit)	-	-	(2,900.00)	6.59	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2018

IMRF (27)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	91,000.00	-	#DIV/0!
Total Revenues	-	-	91,000.00	-	#DIV/0!
Expenses					
Administration	-	-	95,462.00	-	#DIV/0!
Total Expenses	-	-	95,462.00	-	#DIV/0!
Total Fund Revenues	-	-	91,000.00	-	#DIV/0!
Total Fund Expenses	-	-	95,462.00	-	#DIV/0!
Surplus (Deficit)	-	-	(4,462.00)	-	

Social Security (28)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	99,000.00	-	#DIV/0!
Total Revenues	-	-	99,000.00	-	#DIV/0!
Expenses					
Administration	-	-	103,108.00	-	#DIV/0!
Total Expenses	-	-	103,108.00	-	#DIV/0!
Total Fund Revenues	-	-	99,000.00	-	#DIV/0!
Total Fund Expenses	-	-	103,108.00	-	#DIV/0!
Surplus (Deficit)	-	-	(4,108.00)	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Concessions (30)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Clubhouse Concessions	4,115.15	4,148.55	77,231.00	4,202.20	-1.3%
Beverage Cart	-	-	13,844.00	-	#DIV/0!
Sports Complex Concessions	2,907.75	2,907.75	39,365.00	3,090.25	-5.9%
Pool Concessions	-	-	7,822.00	-	#DIV/0!
Catering	1,695.00	5,387.63	17,092.00	2,535.00	112.5% (1)
Total Revenues	8,717.90	12,443.93	155,354.00	9,827.45	26.6%
Expenses					
Clubhouse Concessions	5,722.59	12,917.95	96,337.00	12,752.39	1.3% (2)
Beverage Cart	-	-	9,654.00	-	#DIV/0!
Sports Complex Concessions	1,234.14	1,326.23	30,485.00	2,970.65	-55.4%
Pool Concessions	-	44.63	7,152.00	-	#DIV/0!
Catering	310.48	954.78	4,342.00	77.33	1134.7% (1)
Total Expenses	7,267.21	15,243.59	147,970.00	15,800.37	-3.5%
Total Fund Revenues	8,717.90	12,443.93	155,354.00	9,827.45	26.6%
Total Fund Expenses	7,267.21	15,243.59	147,970.00	15,800.37	-3.5%
Surplus (Deficit)	1,450.69	(2,799.66)	7,384.00	(5,972.92)	-53.1%

(1) Increased room rental in 2018 and some food and bar services.

(2) Concessions manager now Recreation Specialist (FT) working more hours due to upcoming opening of Community Center. 60% of salary going to concessions/40% recreation.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2018

Developer Contributions (32)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	1,399.00	8,052.00	30,000.00	5,225.81	54.1%
Total Revenues	1,399.00	8,052.00	30,000.00	5,225.81	54.1%
Expenses					
Administration	-	-	40,000.00	88,347.58	-100.0% (1)
Total Expenses	-	-	40,000.00	88,347.58	-100.0%
Total Fund Revenues	1,399.00	8,052.00	30,000.00	5,225.81	54.1%
Total Fund Expenses	-	-	40,000.00	88,347.58	-100.0%
Surplus (Deficit)	1,399.00	8,052.00	(10,000.00)	(83,121.77)	-109.7%

(1) 2017 included expenses for entry park

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Golf Course (50)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Golf Operations	31,473.36	109,163.13	480,199.00	118,822.68	-8.1% (1)
Golf Maintenance	-	-	20,736.00	-	#DIV/0!
Total Revenues	31,473.36	109,163.13	500,935.00	118,822.68	-8.1%
Expenses					
Golf Operations	13,965.12	47,719.46	227,977.00	51,729.17	-7.8% (2)
Golf Maintenance	15,509.09	60,921.96	272,781.00	66,508.75	-8.4% (3)
Total Expenses	29,474.21	108,641.42	500,758.00	118,237.92	-8.1%
Total Fund Revenues	31,473.36	109,163.13	500,935.00	118,822.68	-8.1%
Total Fund Expenses	29,474.21	108,641.42	500,758.00	118,237.92	-8.1%
Surplus (Deficit)	1,999.15	521.71	177.00	584.76	-10.8%

(1) Daily Greens Fees -12.44% \$1296

Golf Events & Misc +1.69 \$102

Carts -1.46% -\$88

Season passes -10.55% -\$9,264

Pro shop sales +10.19% \$870

(2) Cart Maintenance cost lower in 2018-46.1% -\$1,195. Utilities lower -47.1% -\$1,108

(3) Primarily due to timing of expenses.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Aquatics (51)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Pool	10,020.00	11,565.00	70,747.00	2,837.60	307.6%
Swim Lessons	6,482.00	6,982.00	13,966.00	4,186.00	
Splashpad	-	-	5,213.00	-	#DIV/0!
Total Revenues	16,502.00	18,547.00	89,926.00	7,023.60	164.1% (1)
Expenses					
Pool	337.80	770.31	50,042.00	1,230.06	-37.4%
Aquatics Maintenance	1,054.24	1,732.65	30,350.00	6,567.38	-73.6%
Swim Lessons			8,991.00	20.00	
Splashpad	-	-	360.00	-	#DIV/0!
Total Expenses	1,392.04	2,502.96	89,743.00	7,817.44	-68.0%
Total Fund Revenues	16,502.00	18,547.00	89,926.00	7,023.60	164.1%
Total Fund Expenses	1,392.04	2,502.96	89,743.00	7,817.44	-68.0%
Surplus (Deficit)	15,109.96	16,044.04	183.00	(793.84)	-2121.1%

(1) Season passes +307.56% \$8,727
Swim Lessons +66.79% \$2,796
In 2018 started pass sales March 1 vs. April 1.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Debt Service (60)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	602,000.00	76.96	-100.0%
Total Revenues	-	-	602,000.00	76.96	-100.0%
Expenses					
Administration	-	-	601,642.00	-	#DIV/0!
Total Expenses	-	-	601,642.00	-	#DIV/0!
Total Fund Revenues	-	-	602,000.00	76.96	-100.0%
Total Fund Expenses	-	-	601,642.00	-	#DIV/0!
Surplus (Deficit)	-	-	358.00	76.96	-100.0%

Capital Projects (70)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	538,000.00	1,078.16	-100.0%
Total Revenues	-	-	538,000.00	1,078.16	-100.0%
Expenses					
Administration	17,219.40	33,546.73	685,745.00	74,775.65	-55.1%
Total Expenses	17,219.40	33,546.73	685,745.00	74,775.65	-55.1%
Total Fund Revenues	-	-	538,000.00	1,078.16	-100.0%
Total Fund Expenses	17,219.40	33,546.73	685,745.00	74,775.65	-55.1%
Surplus (Deficit)	(17,219.40)	(33,546.73)	(147,745.00)	(73,697.49)	-54.5%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2018

Action 2020 (71)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues					
Administration	-	-	7,172,500.00	140,847.54	-100.0%
Total Revenues	-	-	7,172,500.00	140,847.54	-100.0%
Expenses					
Administration	523,552.02	1,638,737.49	2,964,632.00	288,492.37	468.0%
Total Expenses	523,552.02	1,638,737.49	2,964,632.00	288,492.37	468.0%
Total Fund Revenues	-	-	7,172,500.00	140,847.54	-100.0%
Total Fund Expenses	523,552.02	1,638,737.49	2,964,632.00	288,492.37	468.0%
Surplus (Deficit)	(523,552.02)	(1,638,737.49)	4,207,868.00	(147,644.83)	1009.9%
Total Fund Revenues	142,958.60	312,506.36	12,609,758.00	364,280.56	
Total Fund Expenses	739,931.32	2,359,193.36	8,511,624.00	1,235,144.81	
Surplus (Deficit)	(596,972.72)	(2,046,687.00)	4,098,134.00	(870,864.25)	

Sycamore Park District
Fund Balances

	1/1/2018	Revenues	Expenses	4/30/2018	4/30/2018 Cash balance
10 Corporate	531,988.24	32,465.92	198,440.36	366,013.80	361,067.88
20 Recreation	287,316.52	77,369.38	349,499.69	15,186.21	30,908.21
21 Donations	8,107.93	54,465.00	-	62,572.93	62,572.93
22 Special Recreation	26,478.75	-	81.12	26,397.63	26,397.63
23 Insurance	24,448.14	-	-	24,448.14	24,448.14
24 Audit	13,683.30	-	12,500.00	1,183.30	1,183.30
25 Paving & Lighting	22,202.73	-	-	22,202.73	22,202.73
26 Park Police	4,349.07	-	-	4,349.07	4,349.07
27 IMRF	4,462.30	-	-	4,462.30	4,462.30
28 Social Security	4,951.14	-	-	4,951.14	4,951.14
30 Concessions	33,906.75	12,443.93	15,243.59	31,107.09	27,951.92
32 Developer Contributions	915.88	8,052.00	-	8,967.88	8,967.88
60 Debt Service	57,335.04	-	-	57,335.04	57,335.04
70 Capital Projects	471,064.86	-	33,546.73	437,518.13	437,518.13
71 Action 2020	936,558.52	-	523,552.02	413,006.50	(142,913.91)
Total governmental fund balance	2,427,769.17	184,796.23	1,132,863.51	1,479,701.89	931,402.39
50 Golf Course	140,026.35	109,163.13	108,641.42	140,548.06	
Net Assets	<u>(234,897.00)</u>			<u>(234,897.00)</u>	
	(94,870.65)			(94,348.94)	(33,822.07)
51 Aquatics	430,256.55	18,547.00	2,502.96	446,300.59	
Net Assets	<u>(431,251.00)</u>			<u>(431,251.00)</u>	
	(994.45)			15,049.59	14,704.43
Total proprietary funds	570,282.90	127,710.13	111,144.38	586,848.65	
Net assets	<u>(666,148.00)</u>			<u>(666,148.00)</u>	
Proprietary funds minus net assets	(95,865.10)			(79,299.35)	
	2,331,904.07			1,400,402.54	912,284.75

Summary of depository accounts as of **5/22/2018**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0.00	0
First Midwest Bank	444,612.30	1.72	3981.2
Resource Bank	32,455.10	0.37	472.63
IPDLAF	170,254.97	1.70	2693.49
*DCCF - Action 2020	431,623.09		
*DeKalb Co. Community Foundation	<u>18,054.10</u>		36.48
	1,096,999.56		

* As of 4/30/18 per DCCF.

To: Board of Commissioners
From: Theresa Tevsh
Subject: Monthly Report
Date: May 16, 2018, 2018

Administrative Initiatives (5/1/18-5/31/18)

Theresa Tevsh, Superintendent of Recreation

- Attended the Life Fitness Academy 6-hour training May 9th with Sarah Rex, Lisa Metcalf, Antoinette Binder, Derek Steinberg, Graduate Assistant Hillary Alton and incoming Graduate Student Viktoria Orosz, Shelby Bernard.
- Attended Kiwanis Club meeting held May 14 at community center and provided a tour of the facility. Led discussion for ribbon cutting plans for Splash Fountain.
- Attended the 2018 Park Pride Day event May 5th at Rotary Park.
- Attended meeting with Sycamore Middle School safety team held at the community center. The Sycamore Park District safety committee of Lisa, Jeff and Jerry attended. We are in discussions of alternate evacuation sites for the schools in case of emergencies.
- Will conduct the first Middle School Gym Jam on May 24 in our gym. Working with Dean of Students, Ryan Schrader to help promote the event in the middle school.
- Club 55- Dekalb Family Services, moved from the clubhouse to the community center on May 3rd. They will use the building on Monday & Thursday from 9-2:30pm.

- Attended April Board meeting. Graduate Assistant Hillary Alton attended and gave a presentation on her projects from August 2017 to present. She will be staying on board as an intern this summer and focusing on Pathway Fitness and the 1000-mile challenge.
- Attended Splash Pad OCM meeting.
- Attended Service Desk team in-service to review procedures for Splash Pad operations on May 8.
- Attended summer registration meeting with recreation team.
- Watched webinar on May 3rd title – “How to retain memberships in the Summer”.
- Attended Sycamore School District tree planting event at West school and North Grove school.
- Assisted with the SYB photo day held in the gym for the first time on May 5th, said a few words at opening day and threw out the first pitch.
- Met with Kirk, Jeanette, and Sarah to review the procedure for documenting coupons and gift certificates that are used at the park district. The Marketing staff person will record all outgoing coupons and certificates and the Superintendent of Recreation will record returned coupons and certificates. There will be an end of year report.
- Assisted the first, Northwestern Medicine, Trailways lecture on May 9th. We had 4 people in attendance.
- I was guest DJ on B95 May 16th.
- Took two vacation days May10, 11 (thank you)

Melissa J Dobberstein, Recreation Specialist

- Booked gymnasium for inside baseball practice.
- Worked with Sycamore Youth Baseball to help with their opening day.

- Served over 600 “free” hot dogs.
- Continued to do tours of the community center facility.
- Met with Birthday Party Coordinators to go over party set ups.
- Met with Hy-Vee kitchen staff about preparing pizzas and cakes for birthday parties.
- Worked with Sycamore Chamber to book their board meeting.
- Had our first room rental on Saturday May 5, 2018 First Communion.
- Helped getting Club 55 used to their new space.
- Had first business meeting rental in building on May 7, 2018 Edward Jones.
- Have 2 Splash Fountain Birthdays scheduled in June.
- Still having issues with no alcohol for parties, a lot being for showers who would like to do “spiked” punch or mimosas. I have been able to take 2 at the clubhouse but due to time restraints I have lost 5 parties due to this reason.
- Helped with Park Pride Day, served 40 lunches.
- Assisted with the Mom Rockin Softball Tournament, 30 teams, even with rain and wet conditions had a great tournament and sold over \$1700 worth of food.
- Will have our first Princess Birthday Party happening on Sat May 20,2018.

Sarah Rex, Recreation & Marketing Supervisor

- Assisted Jeff with Park Pride Day event. Roughly 74 kids and adults participated in a project or cleanup at one of 9 sites throughout the District.
- May 15. Along with Theresa, hosted the Sycamore Kiwanis Club (Splash Fountain Sponsor) for their monthly meeting and a tour of the Community Center. There were 37 Kiwanians in attendance.

- Gave Flagg-Rochelle Park District representatives a tour of the Community Center. They are in the beginning stages of planning for a new building, themselves.
- Attended committee meeting for the Sycamore Kiwanis Craft Beer and Brat Festival.
- Along with Theresa and Lisa, held the first meeting for Service Desk staff. We shared reminders, reviewed Splash Fountain opening and answered their questions.
- Initiated a marketing request process with Recreation Department staff.
- Worked with Sycamore Youth Baseball and Silverthorne to approve and produce the sign that will recognize Silverthorne's Leaf a Legacy donation: Naming rights to a playground that is part of the Sport Complex expansion.
- Attended a Kishwaukee Women's Network marketing workshop.
- Planning for the fall 2018 brochure begins May 21.

Lisa Metcalf, Recreation Supervisor

- Attended the Fitness Equipment Training.
- Summer Programs began. Worked with instructors to make sure they are ready with rosters and class preparation.
- Attended meeting with Service Desk Staff for the Community Center.
- Continue to prepare to open the Splash Pad and Community Pool.
- Helped plan and attended trainings for Community Pool staff.
- Met with Swim Lesson Coordinators to start planning for Swim Lessons this summer.

- Attended Safety Meeting with the School District to discuss our Community Center being a potential site for kids to go to in case of an emergency evacuation at their schools.
- Created new Opening and Closing Procedures for the Front Desk Staff at the Community Pool now that we have RecTrac and Key Fobs.
- Attended a meeting with the counselors from OSCAR and our Pool Staff to discuss and prepare for the camp to come to our pool all summer.
- Attended a training for Swim Lesson Instructors to prepare them for the summer.

Administrative Initiatives (6/1/18-6/30/18)

Theresa Tevsh

- Will volunteer at the Kiwanis Craft Beer and Brat fest on June 30th.
- Will coordinate the Splash Fountain ribbon cutting event with the Kiwanis Club and First Midwest bank.
- Will work the opening weekend of Splash Fountain May 26, 27.
- Will attend both pool and splash pad trainings.
- Will attend management team meetings.
- Will meet with Kathy Countryman to discuss future partnerships with the school district.
- Will work on a community survey to gain input for future programming of the district for 2019.
- Will conduct a tour of the community center for the Rotary Club on June 13.
- Will assist Sarah Rec at the first Summer concert Series on June 14.
- Will assist with the Jr High pool party on June 15.

- Will assist the Recreation team in planning for Fall programs and coordinate facility use with KSRA programs.
- Will work on Brian Bemis Family Dog Park planning.

Lisa Metcalf

- Will attend Weekly Management Team Meetings.
- The Community Pool is scheduled to open June 2.
- Will attend the Cubs vs. Brewers Special Event.
- Will start planning for Fall Programs.

Sara Rex

- Will kick off the Summer Concert Series on Thursday, June 7.
- Will attend committee meeting for the Sycamore Kiwanis Craft Beer and Brat Festival and will be at the event on June 30.
 - Will kick off the Movies in the Park series on Friday, June 1.

Melissa Dobberstein

- Will assist with Gym Jam on May 24

Admin

RESIDENTS

Pass Memberships Value Report

Pass Code	Description	Count	Total Income
OG01	Open Gym Pass	58 <u>58</u>	3,166.60
OG5	Open Gym 5 Visit Pre-Paid Card	4 <u>4</u>	102.00
PFM01	Pathway Fitness 24 Hr Membership	213 <u>213</u>	31,745.50
PFM02	Pathway Fitness 24 Hr Membership 62+	31 <u>31</u>	4,376.70
PFP01	Pathway Fitness Pass	107 <u>107</u>	10,486.20
PFP02	Pathway Fitness Pass 62+	40 <u>40</u>	3,974.20
TO01	Track Only 24 Hr Membership	23 <u>23</u>	1,906.00
TO02	Track Only Pass	25 <u>25</u>	1,528.12
Report Grand Totals		501	

Report Summary Totals

Status	Count
Active	501

Admin

NON-RESIDENTS Pass Memberships Value Report

Pass Code	Description	Count	Total Income
OG01	Open Gym Pass	12 <hr/> 12	3,166.60
OG5	Open Gym 5 Visit Pre-Paid Card	3 <hr/> 3	102.00
PFM01	Pathway Fitness 24 Hr Membership	15 <hr/> 15	31,745.50
PFM02	Pathway Fitness 24 Hr Membership 62+	4 <hr/> 4	4,376.70
PFP01	Pathway Fitness Pass	16 <hr/> 16	10,486.20
PFP02	Pathway Fitness Pass 62+	1 <hr/> 1	3,974.20
TO01	Track Only 24 Hr Membership	2 <hr/> 2	1,906.00
TO02	Track Only Pass	2 <hr/> 2	1,528.12
Report Grand Totals		55	

Report Summary Totals

Status	Count
Active	55

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: May 22, 2018

Administrative Initiatives (5/1/18 – 5/31/18)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed May Golf Insight newsletter and updated reader board outside of the pro shop.
- Began in-house golf leagues including, Monday Match Play, Genoa Twilight League, Wednesday morning Nine Hole Ladies, Men's Wednesday Afternoon Fairway Club League.
- Hosted first in-house golf event of the season, The Spring Scramble, Saturday, May 19th.
- Worked with Jeff to add two driving range mats to the temporary tee on hole 18.
- Continued to monitor temporary signage to help lead golfers through bridge construction area safely, update, replace and move if necessary.
- Finalized summer part-time staffing schedule.
- Continued to monitor tee sheet usage with Golfnow representatives and continued marketing techniques for 2018 golf season.

- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Began to sell ad space on reader board outside pro shop and tournament scoreboard.
- Began to offer monthly pro shop merchandise specials to increase pro shop sales.
- Began peak season pro shop hours: 6:30am to dusk weekdays and 6:00am to dusk weekends.
- Began selling Groupon's under restricted guidelines. Monday through Thursday only, no Fridays and on weekends and holidays after 12:00pm. Selling these to help boost revenue lost in April due to poor weather conditions.
Groupons sold and revenues to date: 137 sold, revenue generated \$4,343.03
- April 2017 and 2018 comparison

2017 – 16 days of rain, 7 days with no carts

Total Revenue - \$36,311.33

Total Rounds – 2,782

Total Green Fee Revenue - \$10,161.00

Total Cart Revenue - \$5,548.50

Total Season Pass Revenue - \$14,620.60

Total Pro Shop/League Fee Revenue - \$6,631.23

2018 – 11 days of rain/snow cover, 13 days below 40 degrees.

Total Revenue - \$32,005.26

Total Rounds – 2051

Total Green Fee Revenue - \$9,200.70

Total Cart Revenue - \$5,660.00

Total Season Pass Revenue - \$10,738.85

Total Pro Shop/League Fee Revenue - \$6,396.71

Administrative Initiatives (6/1/18 – 6/30/18)

- Attend weekly Management Team meetings as scheduled.

- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop June Golf Insight newsletter and update reader board outside of the pro shop.
- Finalize Scoreboard Header Sponsor agreement with First Midwest Bank.
- Continue to sell additional advertising space on scoreboard if First Midwest Bank does not buy the entire scoreboard advertising space.
- Host several large golf outings including The Shriners Scramble, June 15th, 160 players expected, The Spartan Open, June 22nd, 144 players anticipated, The Couples Scramble, June 24th, 16 – 20 couples anticipated, The Sycamore Rotary, June 27th, 32 – 40 players anticipated.
- Continue to monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season.
- Hold all golf staff meeting and PDRMA training session.
- Continue Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Continue to offer monthly pro shop merchandise specials to increase pro shop sales.
- Offer 10-minute tune-up lessons on 2 dates at Sycamore Family Sports Center.
- Work with Theresa on the development of a winter golf trip offering through the park district.
- Continue to monitor tee sheet and offer incentive tee time specials through the Golfnow website during open areas on the tee sheet.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: May 22, 2018

Administrative Initiatives (5/1/18-5/31/18)

Golf

- Rainfall total from May 11th thru May 14th is 3.2", most of which was the night of the 14th. The river is over in areas and the creek from 10 tee to 13 tee is flooded and still rising. The back nine will be closed until levels have lowered and we can pump out any isolated areas.
- Bridge update: As of now, ERA engineer drawings are in the hands of the Ill. Dept. of Natural Resources and we are waiting for an environmental survey to be completed. The recent high river level will delay the process. We purchased and placed driving range tee mats on the temporary 18 tees as the already thin grass was wearing out due to play.
- The planned bridge replacement project for 18 tee and 16 fairway is complete.
- Rains and warm temperatures at the beginning of May caused the grass, tree flowers, and weeds to explode. Staff has been trying to mow and spray weeds around the rain episodes when able. We have added a few more summer staff to help keep up with the course demands.
- We have also begun to fertilize, spray for disease and seed heads, work on landscaping beds, cut down grasses, and trim trees.

- The irrigation system was turned on at the end of April. One leak from a pipe gasket was discovered on 13 fairway which had to be dug up and replaced.
- EC Design and ERA engineers along with Watertronics pump station reps will be here next week to analyze the current water intake setup for the new irrigation system. They will determine what, if any changes, need to be made to the intake pit at the river for specs for the system. Still on schedule for a fall bid release for the fall of 2019 installation.
- We have also installed the pond fountains for the season. 13 pond received a new fountain and control box along with electric cable. This replaced the failed fountain that we had used since 1999.

Sports

- All youth and adult soccer, baseball, and softball leagues are now playing games and practicing at our fields. The Titans baseball group hosted a tournament at the end of April with great weather, and girls' softball hosted a large Syco tournament on May 12th. Even though they experienced a rain delay, they completed their games.
- May 5th Sycamore Youth Baseball hosted an opening day event with games, parade of teams, and first pitch ceremonies where Theresa and I were the participants. Thanks to Melissa and staff for keeping up with all their food requests.
- Sycamore Girls' softball in-house league will start their games on Saturday the 19th also with opening ceremonies and first games.
- Staff has measured and laid out soccer and baseball field lines and started weekly painting of all fields. Staff has also been adding ag-lime and leveling all infields and making repairs. We have also been spraying weeds

on the fields, mowing regularly now, and preparing fields daily depending on the game schedules.

- I have scheduled a lighting company with a 100-foot lift to make some light bulb changes and ballast repairs for field 1 we have a breaker flipping consistently.
- I have been working with Lisa on field rentals and directly with the league directors as weather affects field use and rescheduled games.
- The pool was pressure washed clean and filled on May 15th and 16th. The guard scheduled training week is the 29th so the pool will be heated, and chemistry balanced up until then. Several small repair projects will also be completed around the pool by Derek and pool staff.
- New pool fence tarps were installed at the beginning of May.
- The new pool pump motor was also installed and is performing well.
- A new tall guard chair will replace the deep end permanent chair that is rusting and no longer safe for use.

Parks

- I attended staff, board, and community center construction meetings.
- Attended a PDRMA membership annual meeting in Wheeling.
- I worked with our construction managers and contractors on completing punch-list items at the new building along with other staff on any issues with HVAC or electrical.
- Attended Community Center generator operation training and maintenance of unit instruction. The unit is now fully functional and ready for use.

- Working with splash pad construction and landscaping groups. We are seeing grass growing on the sled hill areas. Plantings around the splash pad will take place once dry enough this week or next followed by fencing and grass seeding. Staff will receive splash pad operations training soon as well. The dog park was also seeded by ENCAP at the beginning of May and hydro mulched.
- Presented annual PDRMA training to all full-time and IMRF staff with Lisa.
- Coordinated with staff and outside companies for annual fire extinguisher, concessions fire hood, first aid/ AED unit inspections at various buildings.
- Performed first Community Center new HVAC roof top unit filter changes with contractor and staff.
- Staff is putting garbage cans and picnic tables out at shelters and park areas. Cleaning of debris at several parks is taking place and mowing/trimming is now fully in progress weekly at each park along with garbage removal.
- Park Pride was held on May 5th. We had work groups at seven different parks. Some were simply picking up garbage around ponds and paths, while our large projects were weeding beds at the Lake, spreading mulch at the Leon Larson trail, spreading new playground mulch at South Prairie, and painting the gate around the A/C units at the clubhouse. About 80 participated this year which is an ideal number, and thanks to staff for helping and Melissa for the great food afterwards. Thanks also to Sarah for organizing the groups and buying the t-shirts.
- I am working with a roofing company to repair a couple of roof leaks at the Midwest Museum.

- I am working with the City of Sycamore on their plans to change the drainage under Airport Road to better flow under the new path and away from the ballfields. This work will take place this summer.
- The pond overflow barrier between the two ponds at Parkside Preserve has had several additional bars added to the system making the open spillway much safer for the public.
- I have been interviewing and hiring seasonal staff for all areas of maintenance. We also replaced the part-time custodial helper for Jerry as the original hire left after a couple of weeks.
- The water is all turned on at shelters fountains and the bathrooms open at WPA shelter.
- I have been working with Marine Biochemists as they treat our neighborhood ponds for algae and plant growth. Old Mill pond quickly filled with algae two days after the temps changed and they treated soon after. The process for the weeds to die and disappear takes several days which I explain to our concerned neighbors.
- We have Tru-Green treat our parks around town that are surrounded by houses. This year the dandelions grew very quickly once the rains came and we get them out to treat as soon as weather and their schedule allows.

Administrative Initiatives (6/1/18-6/30/18)

- Attend staff, board, and study session meetings along with meetings for outdoor completion and training for Splash Pad.
- Continue to work with Ringland-Johnson on building punch-list items as we close out construction of the Community Center and work on seeding, landscaping of outdoor area. We will begin mowing of areas when they can tolerate the mowers.

- Attend training and startup of Splash Pad along with maintenance and operations of the entire system. Will develop a written maintenance operation procedure much like we have at the pool.
- Pool will open at the beginning of June. Will work with staff on maintenance and operation practices and maintaining high quality water.
- Continue to work with Jerry and Bob on written schedules and building maintenance operations.
- Meet with irrigation design firm to continue planning process for new system as they analyze water intake at the river line soon.
- Continue to work with engineers on the 18-bridge repair project and during construction.
- Staff will be focusing on mowing and keeping all turf areas looking nice. They will also be preparing for now constant shelter rentals, sport field use, Kish Health System party on the 9th, Storm Dayz on the 22nd -24th, movies in the park, concerts in the park, playground maintenance, tree work, flower planting, and consistent refuse removal.
- The golf course will be planting flowers soon, aerating the greens at the beginning of June, fertilizing fairways and greens, adding sand to traps, seeding thin areas, along with constant mowing and trimming.
- Continue product pricing and ordering for all areas as the busy season continues.
- Order and plant several donated trees at the end of May/beginning of June at the parks and golf course.
- Plan Park tour if interest from Board and staff.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: May 22, 2018

Administrative Initiatives (5/1/18 – 5/31/18)

- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - CUSD#427 Financial Advisory Committee
 - Owner/Architect/Contractor Meetings

- Troubleshoot VORTEX and City of Sycamore issues.

- Continued work on Old Mill to Forest Preserve trail issues.

- Finalized Engineering Contracts for bidding and construction process of Rte. 23 to Brickville Road trail project.

- Awaited announcement of possible IDOT/ITEP Grant for Forest Preserve to Old Mill Park—Section 1—trail.

- RECEIVED NOTIFICATION OF GRANT AWARD = \$1,698,000

- Drafted contributory information for the DSATS process of updating the 2011 Active Transportation Study.

- Completed Historic Document “exchange” with the DeKalb County History Center.

- Began wading through the IDNR/Army Corps/PDRMA/Engineering/City of Sycamore permitting process for Emergency Bridge Repairs in Sycamore Park.

- Managing legal, engineering, and communication issues with PDRMA and their adjuster—LJ Shaw—regarding the Emergency Bridge Repairs at Sycamore Park.
- Trying to manage challenges with RJC over completion of the splashpad. Scheduled opening has been May 26 for many months now, according to RJC timelines, but our opening may be delayed.
- Working on donations for CUSD#427 Playground.
- Coordinating efforts to have First Midwest (formerly NB&T) to Sponsor the Golf Course Scoreboard.
- Assisted Board President with future leadership matters.
- Met with Bond Counsel and Asset Management personnel to plan for future bond issue to support ACTION 2020 projects.
- Troubleshot a number of Punch List issues with the Community Center.
- Worked with City on coordinating our bid for extension of the Airport Road Path, and our engineers at Farnsworth Group for supervision of that work.
- Met with developer for land near Old Mill Park.
- Met with City, City's Counsel, and our Counsel to discuss a variety of land issues.
- Hosted the Chamber's Monthly meeting at the Community Center and gave tours.

Administrative Initiatives (6/1/18 – 6/30/18)

- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - CUSD#427 Financial Advisory Committee
 - Owner/Architect/Contractor Meetings

- Troubleshoot VORTEX and City of Sycamore issues.
- Continue work on Old Mill to Forest Preserve trail issues.
- Completed initial walk-thru/Punch List for Splashpad, Dog Park and Sled Hill.
- Close out punch list on Community Center.
- Coordinate Emergency Bridge Work and PDRMA/Engineer processes.
- Finalize scenarios for future Bond Issue(s).
- Host a representative from the University of Illinois Extension's Office of Recreation and Park Resources.
- Attend construction meetings for Main Street to Brickville trail project.
- Attend kick-off meeting for Forest Preserve to Old Mill—Segment 1—with IDOT Officials. We have invited CUSD#427 have a representative attend these meetings, as well—if they choose to.
- Begin planning for bid of pavilion at Dr. John Ovitz Park.
- Review legalities of using the paving fund for a portion of the cost of Emergency Bridge repairs, or future bridge replacements/renovations.
- Finish landscaping projects at Legacy Campus.
- Continue shuttle diplomacy with PDRMA and RJC.
- Update 20 year cash flows for Operating Fund based upon bond issue scenarios.



April 2018

Dear Daniel Gibble:

The DeKalb County Economic Development Corporation (DCEDC) invites the Sycamore Park District to re-invest in our public/private partnership. DCEDC needs to attract and grow more businesses, increase the size and competency of the Workforce, and strengthen its business climate to expand the tax base and increase prosperity in DeKalb County.

Selected as a top four finalists in the Toyota Mazda auto assembly plant competition during 2017, DeKalb County is on the verge of significant development that will transform it into an economic powerhouse. The county together with participating municipalities and taxing bodies have dedicated development incentives to the DeKalb County Enterprise Zone to accelerate business expansion and attraction. In addition, each year our public partners give 35% of DCEDC operating revenues as seed money to leverage the remaining 65% in private contributions and operating revenue to promote economic development in DeKalb County. DCEDC needs your investment of **\$1,000.00** to champion economic transformation in DeKalb County.

2017 Accomplishments

- Capital Investment: \$135 million; Industrial Development: 450,000 Sq. Ft., and Job Creation: 800.
- Target named an Edie Award winner by Illinois Chamber of Commerce and Illinois Economic Development Association for \$50 million investment in the conversion of DeKalb regional distribution center to a national upstream distribution center adding 400 jobs.
- Business Attraction: Ignatius Press, Floor Mart, Meadowvale, Solotech.
- Expansion: 1803 Candles, Custom Aluminum Products, DC Trash, DeKalb County Lifts, Gord Industrial Plastics, Innovative Growers, J6 Polymers, LEDiL of Finland, The Suter Company, and Theisen Roofing.
- Research & Development: IDEAL-NIU Intrapreneurship Program expanded in DeKalb.
- Established business development relationships in Asia as part of Illinois' Trade Mission to Japan and China.

2018 Plans

- Promote DeKalb County at trade shows, networking events and recruitment appointments with site selectors, industrial brokers & corporate business executives in cooperation with INTERSECT Illinois and the I-39 Logistics Corridor.
- Increase awareness of DeKalb County by promoting distinct assets and success stories through Digital Marketing.
- Work with investors/developers to create diverse shovel ready sites in business and industrial parks.
- Expand career and workforce development relationships with businesses, workers, schools, and students.
- Coordinate implementation of *DeKalb County Thriving!* Comprehensive Economic Development Strategy (CEDS Plan).

These ambitious and necessary initiatives cannot be undertaken without your support. We ask that you be as generous as you can in selecting your **tax-deductible contribution** to our **501 (c) (3) charitable organization**.

Paul J. Borek
Executive Director

DeKalb County EDC
421 N. California Street, Ste. 200, Building 1B
Sycamore, IL 60178
815-895-2711 (phone) • 815-895-8713 (fax)
dcedc.org

Cohen Barnes
Vice President

bottom line **period**

DCEDC
421 No. California Street
Building 1B, Suite #200
Sycamore, IL 60178



815-895-2711 Office
815-895-8713 Fax
www.dcedc.org
hoyle@dcedc.org

Contributor Information

In support of the DeKalb County Economic Development Corporation (DCEDC) and the continuing value they add to the DeKalb County economy, please accept the following investment in the future of DeKalb County. ***DCEDC is a 501(c)(3) Non-Profit Charitable Organization. Contributions may be tax deductible.**

Contributor Levels:

STRATEGIC PARTNER	\$45,000 & UP	MARKETER	\$2,500-\$4,999
VISIONARY	\$30,000-\$44,999	PRODUCER	\$1,000-\$2,499
LEADER	\$15,000-\$29,999	BUILDER	\$500-\$999
DEVELOPER	\$10,000-\$14,999	SUPPORTER	\$300-\$499
PLANNER	\$5,000-\$9,999	ASSOCIATE	\$200-\$299

CONTRIBUTION/PAYMENT for 2018

My 2018 Category: My 2018 Payment:	Checks Payable to DeKalb County EDC OR pay online at dcedc.org/members-area
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PLEDGE for 2018 Keep it continuous and simple! Make your 2019 Pledge now, & pay next year!

Circle the preferred Quarter for invoice/and \$ amount	
Q2-2018-\$ Q3-2018-\$	<b style="color: red;">Q4-2018 (for 2019 Pledge)-\$ Q1-2019-\$ Q2-2019-\$ Q3-2019-\$

Contributor Information:

Name: Address: Phone & Email: Website:		
PLEASE LIST ALL OF YOUR SOCIAL MEDIA USER NAMES:		
List us under the following category – please check only one:		
Agriculture Auto Banking/Finance Chambers Commercial Business Contractors Developers	Distribution Education/Job Training Engineers Individuals Local Government Manufacturing Medical	Non-Profits Professional Services Real Estate/Industrial Park Recruitment Technology Transportation Utilities Other: _____





Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

May 11, 2018

Mr. Daniel Gible
Executive Director
940 East State Street
Sycamore, Illinois 60178

Dear Mr. Gible:

The Illinois Department of Transportation (IDOT) is pleased to inform you that your project has been selected for Cycle 13 Illinois Transportation Enhancement Program (ITEP) funding for the Sycamore Park District – Great Western Trail Extension: Sycamore Forest Preserve to Old Mill Park--Segment 1 project, ITEP #342015. Congratulations on your successful application. The Department received 218 project applications requesting over \$252 million. The tremendous interest in this program made it very competitive. For a full list of successful applicants, please visit the ITEP website at www.idot.illinois.gov/itep2018.

The ITEP commitment for this project will not exceed \$1,698,980, pending a more detailed project review, specifically to determine eligible federal costs. Certain items are ineligible for federal reimbursement, such as contingency fees, routine maintenance and road work such as resurfacing. If the ITEP commitment amount changes after further eligibility review, a letter from IDOT will be sent stating the new award amount.

Because these ITEP funds are subject to lapse (expire) beginning on September 30, 2021, **a mandatory project initiation meeting must be held with District Local Roads and Streets personnel within six weeks of the date of this award notification.** This meeting will establish and discuss a project milestone schedule that will include federal authorization, first billing, and construction letting deadlines.

Please contact Mr. Don Ernat, District Three Local Roads and Streets Engineer, by telephone at (815) 434-8426 immediately to schedule a project initiation meeting and to discuss program requirements and preparation of any agreements and/or contracts. Projects within a Metropolitan Planning Organization (MPO) planning boundary are required to be listed in the local MPO's Transportation Improvement Program (TIP).

Questions regarding the ITEP may be directed to Ms. Christy Davis in the Bureau of Programming at (217) 785-8492.

Sincerely,

A handwritten signature in blue ink, appearing to read "Randall S. Blankenhorn". The signature is fluid and cursive, with the first name being the most prominent.

Randall S. Blankenhorn
Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

BACKGROUND INFORMATION: The Board of Park Commissioners was provided with a draft of the Audit report in the March Board packet. There were only very minor revisions. The electronic version will be emailed to you as a separate file. Hard copies are available for those that would like them. I will bring them to the board meeting. The following documents are provided:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2017.

A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**SYCAMORE PARK DISTRICT,
ILLINOIS**

MANAGEMENT LETTER

**FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2017**



April 16, 2018

Members of the Board of Commissioners
Sycamore Park District
Sycamore, Illinois

In planning and performing our audit of the financial statements of the Sycamore Park District, Illinois, for the year ended December 31, 2017, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

Lauterbach + Amen LLP
LAUTERBACH & AMEN, LLP

PRIOR RECOMMENDATIONS

1. **GASB STATEMENT NO. 74 FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS AND GASB STATEMENT NO. 75 ACCOUNTING AND FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Comment

In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 74, *Financial Reporting for Post-Employment Benefits Plans Other Than Pension Plans*, which applies to individual postemployment benefit plans, and Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, which applies to the state and local government employers that sponsor the plans. The Statements apply to the reporting of other post-employment benefits, including medical, dental, life, vision and other insurance coverages provided by the employer post-employment. The Statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to the other post-employment benefit plans, and specifically identify the methods and assumptions that are to be used in calculating and disclosing these OPEB accounts in the financial statements. The Statements also provide for additional note disclosures and required supplementary information and are intended to improve information provided by state and local government employers regarding financial support to their OPEB plans. GASB Statement No. 75 applies to the employer's reporting of other post-employment benefit plans and is applicable to the District's financial statements for the year ended December 31, 2018.

Recommendation

We recommended that the District reach out to the private pension actuary engaged to provide the OPEB actuarial calculations in order to confirm the timeline for implementation and to review requested materials that will be required in order to implement the provisions and requirements of the new Statements. Lauterbach & Amen, LLP will also work directly with the District to assist in the implementation process, including assistance in determining the implementation timeline with the District and private actuary, providing all framework for the financial statements in order to complete the implementation, and assist in answering any questions or concerns the District might have related to the implementation process or requirements.

Status

This comment has not been implemented and will be implemented for the year ended December 31, 2018, when required.

PRIOR RECOMMENDATIONS – Continued

2. FUNDS OVER BUDGET

Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund	December 31,	
	2017	2016
General	\$ 129,236	-
Recreation - Concession Subfund	17,490	8,023
Special Recreation	39,025	-
Action 2020	2,203,488	-
Developer Contributions	38,989	5,150
Golf Course	-	69,255

Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

Status

This comment has not been implemented and will be repeated in the future.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

**AGENDA ITEM: RATIFY AIRPORT ROAD TRAIL BIDS
CONDUCTED BY CITY OF SYCAMORE: Recommended Ratification**

BACKGROUND INFORMATION: As the Board will recall, many moons ago it authorized staff to have the City of Sycamore include the extension of the Airport Road trail southward from its terminus at the entrance to the Sports Complex, to the Community Center.

This work was recently bid and awarded by the City along with their other road work—which also includes the City’s kind efforts to resurface Airport Road from Route 64 southward to approximately the entrance to the Community Center and the City Well Site.

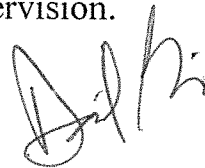
Provided with this recommendation is the City Engineer’s Email and Report on the bidding process, and the bid tally for this portion.

Construction Supervision by our engineer will cost \$3,600.

FISCAL IMPACT: There were not funds in Action 2020 for this work, originally. The low bid is \$66,608.48. This combined with construction supervision comes to \$70,208.48. As we are not now doing the bridge work at 15 Tee, and the main bridge at the golf course appears to be on the LONG ROUTE to being saved from flood damage, I recommend taking these funds from this year’s Capital Budget.

STAFF RECOMMENDATION: That the Board RATIFY bids conducted and awarded by the City of Sycamore for Trail Work on Airport Road not to exceed \$71,000 for construction and construction supervision.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Daniel Gibble

From: Mark Bushnell <mbushnell@cityofsycamore.com>
Sent: Friday, May 4, 2018 10:54 AM
To: Daniel Gibble; Tobben, Laura; Brian Gregory
Cc: Draeger, Doug
Subject: RE: Construction Supervision RE: Sycamore Bike Path - Bid Docs
Attachments: 2018 Street Program Bid Tab.xlsx

Dan,

We had our bid opening this morning. The City's portion came in 4.95% under the engineer's estimate with Curran Contracting as the only bidder.

The total for the bike path is \$66,608.48. Please let Brian and I know if the Park District would like to have this portion completed.

Our plan is to award the contract at Monday's Council meeting.

A copy of the bid tabulation is attached.

Thank you

Mark D. Bushnell P.E.
City Engineer
City of Sycamore
541 DeKalb Ave
Sycamore, IL 60178
 T: (815) 895-4557
mbushnell@cityofsycamore.com

From: Daniel Gibble <danielg@sycamoreparkdistrict.com>
Sent: Tuesday, April 24, 2018 1:30 PM
To: Tobben, Laura <ltobben@F-W.com>
Cc: Draeger, Doug <ddraeger@F-W.com>; Mark Bushnell <mbushnell@cityofsycamore.com>
Subject: RE: Construction Supervision RE: Sycamore Bike Path - Bid Docs

Laura:
 Thank you!!!

Daniel Gibble
 Executive Director
 815-895-3365



SycamoreParkDistrict.com

ITEM #	PAY ITEM DESCRIPTION	UNIT OF MEASURE	Quantity	Engineer Unit Price	Extended Cost	Unit Price	Extended Cost	
1	TOPSOIL AND SEEDING SPECIAL	S.Y.	6947.0	\$	7.90	\$	54,971.30	
2	PAVEMENT REMOVAL SPECIAL	S.Y.	46296.0	\$	3.36	\$	155,354.56	
3	HOT MIX ASPHALT SURFACE REMOVAL, 2" & VARIABLE	S.Y.	5725.0	\$	3.00	\$	17,175.00	
4	HOT MIX ASPHALT SURFACE REMOVAL, 2.25" & VARIABLE	S.Y.	1723.0	\$	3.50	\$	6,030.50	
5	COMBINATION HMA CONCRETE SURFACE REMOVAL, 2" AND VARIABLE	S.Y.	1192.0	\$	5.00	\$	5,960.00	
6	HMA SURFACE REMOVAL, 1.34" AND VARIABLE (BUILT JOINT FOR DRIVEWAYS AND BIKEPATH)	S.Y.	334.0	\$	30.00	\$	10,020.00	
7	HMA SURFACE REMOVAL, 2" AND VARIABLE (BUILT JOINT)	S.Y.	218.0	\$	25.00	\$	5,450.00	
8	COMBINATION CURB & GUTTER REMOVAL	L.F.	2712.0	\$	6.00	\$	16,272.00	
9	POC DRIVEWAY PAVEMENT REMOVAL	S.Y.	180.1	\$	15.00	\$	2,701.50	
10	POC DRIVEWAY PAVEMENT REMOVAL	S.Y.	871.0	\$	8.50	\$	7,403.50	
11	SIDEWALK REMOVAL	S.Y.	1637.0	\$	25.00	\$	40,925.00	
12	PREPARATION OF BASE	S.Y.	2166.0	\$	1.46	\$	3,161.72	
13	AGGREGATE BASE REPAIR, 1" SPECIAL	TONS	4893.0	\$	25.00	\$	122,325.00	
14	AGGREGATE BASE COURSE, 1" SPECIAL	TONS	4893.0	\$	11.47	\$	56,044.50	
15	AGGREGATE BASE COURSE, 1.5" SPECIAL	TONS	4893.0	\$	36.00	\$	176,108.00	
16	AGGREGATE SHOULDER	TONS	454.0	\$	42.00	\$	19,068.00	
17	TEMPORARY AGGREGATE	TONS	180.0	\$	30.00	\$	5,400.00	
18	GEO TECHNICAL FABRIC FOR GROUND STABILIZATION NON-WOVEN, 12 OZ	S.Y.	543.0	\$	4.00	\$	2,172.00	
19	BRUSHWOOD MATERIALS (PRIME COAT) SS-1	TON	1704.0	\$	3.20	\$	5,452.80	
20	AGGREGATE FRAME CONDUITS AND FLANGEWAYS	TON	41.0	\$	10.00	\$	410.00	
21	LEVELING BINDER (HAND METHOD), N50	TON	20.0	\$	200.00	\$	4,000.00	
22	LEVELING BINDER (HAND METHOD), L3.5FG, N50	TON	1056.0	\$	60.00	\$	63,360.00	
23	HOT MIX ASPHALT BINDER COURSE, L3.5FG, N50	TON	1081.0	\$	61.00	\$	65,941.00	
24	HOT MIX ASPHALT BINDER COURSE, MIX "C", N50	TON	392.0	\$	60.00	\$	23,520.00	
25	HOT MIX ASPHALT SURFACE COURSE, MIX "C", N50	TON	1465.0	\$	56.00	\$	83,720.00	
26	HOT MIX ASPHALT SURFACE COURSE, L3.5FG, N50	TON	179.0	\$	175.00	\$	31,325.00	
27	INCIDENTAL HMA SURFACING	TON	1285.0	\$	68.00	\$	87,380.00	
28	HMA BASE COURSE WIDENING, 7" SPECIAL	S.Y.	5775.0	\$	2.70	\$	15,592.50	
29	AREA REFLECTIVE CRACK CONTROL TREATMENT (SYSTEM A)	S.Y.	38.0	\$	200.00	\$	7,600.00	
30	HMA PAVEMENT PATCHING SPECIAL, B"	S.Y.	2468.0	\$	52.00	\$	128,496.00	
31	COMBINATION CONCRETE CURB & GUTTER TYPE B-4 (MOD)	L.F.	100.0	\$	35.00	\$	3,500.00	
32	COMBINATION CONCRETE CURB & GUTTER TYPE B-4 (MOD)	L.F.	312.0	\$	38.00	\$	11,856.00	
33	COMBINATION CONCRETE CURB & GUTTER TYPE B-4 (MOD)	L.F.	285.0	\$	60.00	\$	17,100.00	
34	COMBINATION CONCRETE CURB & GUTTER TYPE B-4 (MOD)	S.Y.	285.0	\$	7.00	\$	1,995.00	
35	POC DRIVEWAY PAVEMENT, 6" (SPECIAL)	S.F.	8194.0	\$	7.25	\$	59,405.00	
36	POC DRIVEWAY PAVEMENT, 6" (SPECIAL)	S.F.	550.0	\$	8.00	\$	4,400.00	
37	POC SIDEWALK, 6" (SPECIAL)	S.F.	30.0	\$	300.00	\$	9,000.00	
38	COMBINATION SIDEWALK CURB, SPECIAL	S.F.	3.0	\$	60.00	\$	180.00	
39	FURNISH & INSTALL TRUNCATED DOME WARNING PANELS, 2'x4'	SF	205.0	\$	30.00	\$	6,150.00	
40	PROTECTIVE COAT SPECIAL (SAINTARY)	SF	1497.0	\$	8.00	\$	11,976.00	
41	MANHOLES TO BE ADJUSTED (SAINTARY)	EACH	3.0	\$	600.00	\$	1,800.00	
42	MANHOLES TO BE ADJUSTED (STORM)	EACH	5.0	\$	650.00	\$	3,250.00	
43	VALVE VAULTS TO BE ADJUSTED	EACH	1.0	\$	820.00	\$	820.00	
44	HM TO BE ADJUSTED WITH NEW TYPE 1 FRAME & LID (SAINTARY)	EACH	1.0	\$	650.00	\$	650.00	
45	HM TO BE ADJUSTED WITH NEW TYPE 1 FRAME & LID (STORM)	EACH	1.0	\$	650.00	\$	650.00	
46	CB TO BE ADJUSTED WITH NEW FRAME AND GRATE (R-30TD)	EACH	1.0	\$	650.00	\$	650.00	
47	VALVE VAULTS TO BE ADJUSTED WITH NEW TYPE 1 FRAME & LID (WATER)	EACH	1.0	\$	650.00	\$	650.00	
48	ADJUSTING MANHOLES & VALVE VAULTS SPECIAL (TYPE A)	EACH	9.0	\$	350.00	\$	3,150.00	
49	ADJUSTING MANHOLES & VALVE VAULTS SPECIAL (TYPE B)	EACH	9.0	\$	280.00	\$	2,520.00	
50	ADJUSTING WATER SERVICE BOX TO BE ADJUSTED	EACH	22.0	\$	4,600.00	\$	101,200.00	
51	PAINT PAVEMENT MARKING, LINE 6"	L.SUM	3.0	\$	40.00	\$	120.00	
52	PAINT PAVEMENT MARKING, LINE 6"	L.SUM	1.0	\$	40.00	\$	40.00	
53	PAINT PAVEMENT MARKING, LINE 24"	L.F.	7260.0	\$	1.50	\$	10,890.00	
54	PAINT PAVEMENT MARKING, LINE 24"	L.F.	30.0	\$	30.00	\$	900.00	
55	PAINT PAVEMENT MARKING, LETTERS AND SYMBOLS	S.F.	88.7	\$	20.00	\$	1,774.00	
56	PAINT PAVEMENT MARKING, LETTERS AND SYMBOLS	S.F.		\$	20.00	\$	1,974.00	
Total					\$	1,028,234.05	\$	1,028,234.05

Engineer's Estimate

Curan Contracting

ITEM #	PAY ITEM DESCRIPTION	UNIT OF MEASURE	Quantity	Engineer Unit Price	Extended Cost	Unit Price	Extended Cost	
A-1	ALTERNATE DOM PAVEMENT NOT USED IN BIDD	S.Y.	1005.0	\$	\$0.00	\$	\$0.00	
A-2	TOPSOIL, FURNISH AND PLACE, 4"	S.Y.	1005.0	\$	4.20	\$	4,221.00	
A-3	MULCH METHOD 1	AC	0.3	\$	\$0.00	\$	\$0.00	
A-4	PREPARATION OF BASE	S.Y.	648.0	\$	\$0.00	\$	\$0.00	
A-5	AGGREGATE BASE COURSE TYPE B	TONS	542.0	\$	5.25	\$	2,855.50	
A-6	BITUMINOUS MATERIALS (TACK COAT)	GALLONS	248.0	\$	\$0.00	\$	\$0.00	
A-7	HOT MIX ASPHALT SURFACE COURSE, L3.5 FG N50, 3"	TON	159.0	\$	\$0.00	\$	\$0.00	
A-8	HOT MIX ASPHALT SURFACE COURSE, L3.5 FG N50, 3"	TON	28.0	\$	\$0.00	\$	\$0.00	
A-9	STORM SEWER 10" CURP	L.SUM	1.0	\$	\$0.00	\$	\$0.00	
A-10	FURNISH & INSTALL TRUNCATED DOME WARNING PANELS, FULL WIDTH	EACH	38.0	\$	\$0.00	\$	\$0.00	
A-11	STORM SEWER CURVE EXTENSION INCLUDING FLARED END SECTION	L.SUM	4.0	\$	\$0.00	\$	\$0.00	
A-12	METAL FLARED END SECTION, 10"	L.SUM	1.0	\$	\$0.00	\$	\$0.00	
A-13	EARTH EXCAVATION	L.SUM	1.0	\$	\$0.00	\$	\$0.00	
A-14	TREATY CONTROL	L.SUM	1.0	\$	\$0.00	\$	\$0.00	
A-15	CROSSWALK	EACH	1.0	\$	\$0.00	\$	\$0.00	
A-16	ALTERNATE TOTAL			\$	100.00	\$	100.00	
ALTERNATE TOTAL					\$	100.00	\$	100.00

DRAFT

<p>SYCAMORE CITY COUNCIL</p> <p>AGENDA</p> <p>May 21, 2018</p>

CITY COUNCIL COMMITTEE MEETINGS
No Committee Meetings Scheduled

REGULAR CITY COUNCIL MEETING
7:00 P.M.

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
 Led by Early Childhood students Lilly Finney, Morgan Fritsch, Hudson Krul, Everett Threewitt, Braelynn Griffiths, Amelia Mastny, and Gabe Schuster.
4. **APPROVAL OF AGENDA**
5. **APPOINTMENTS**
6. **AUDIENCE TO VISITORS**
7. **CONSENT AGENDA**
 - A. Approval of the Minutes for the Regular City Council Meeting of May 7, 2018.
 - B. Approval of the Closed Session Minutes for the Meetings of _____, 201_, _____, 201_, _____, 201_, and _____, 201_.
 - C. Release of the Closed Session Minutes for the Meetings of _____, 20__, _____, 201_ and _____, 201_.
 - D. Approval to Destroy the Auditory Tapes from the Closed Session City Council Meetings During the Period from _____, 201_ through _____, 201_.
 - E. FY2018 Annual Report of the Fire and Police Commission.
 - F. Payment of the Bills for May 21, 2018.
8. **PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**

- A. Proclamation Declaring May 20 to May 26, 2018 as Emergency Medical Services Week in the City of Sycamore.
- B. Recognition of IHSA Gymnastics Vault State Champion Maddie Hickey.

9. REPORTS OF OFFICERS

10. REPORTS OF STANDING COMMITTEES

11. PUBLIC HEARINGS—None

12. ORDINANCES—None

13. RESOLUTIONS

A. Resolution No. 753—A Resolution Approving a Grant of \$17,000 to the Voluntary Action Center for Direct Services to the Citizens of the City of Sycamore, Illinois.

The next three items concern annual grants to local not-for-profit agencies that the City has regularly funded by either hotel/motel taxes or through sales taxes generated by airline fuel. None of the funds come from local businesses or residents.

Resolution 753 includes the annual allocation for services rendered to the City of Sycamore by the Voluntary Action Center (VAC). Specifically, the grant helps defray organizational expenses associated with TransVAC (dial-a-ride transit service), which provided 36,000 rides in Sycamore for 2017, of which 14,400 were to Sycamore residents (out of a total of 82,869 dial-a-ride trips in the county overall); MedVAC, which provided 1,000 trips to regional hospitals and other care facilities for Sycamore residents; and the Meals on Wheels program which provided 9,724 meals for seniors and disabled residents in Sycamore last year. Only about 1% of the TransVAC services for Sycamore and 4% of the Meals on Wheels services are offset by the proposed \$17,000 grant. Other VAC funding sources include state and federal grants, foundation grants, private donations, and user fees. The City's funding brings a match of 65% in state dollars and an 80% match in federal dollars.

In the FY19 City Budget, the grant will come from line-item 09-000-8489 in the Hotel/Motel Tax Fund.

City Council approval is recommended.

B. Resolution No. 754—A Resolution Approving a Grant of \$20,000 to the Voluntary Action Center to Support the Blue Line Flexible Bus Route Service in the City of Sycamore, Illinois.

This resolution honors the commitment the City Council made in 2007 to provide long-term funding support for the "Blue Line" in the form of a local match of a larger state grant. The total cost of the Blue Line is \$75,000 of which 65% is a part of the \$2.6 million state grant available for services to residents of Sycamore, DeKalb, and Cortland.

The Voluntary Action Center records indicate that the average ridership is over 2,100 rides each month. Many riders are persons with disabilities and residents of the high-rise apartment building on Grant Street. Areas of high ridership include business districts such as downtown Sycamore, the DeKalb Ave. corridor, and Hy-Vee complex, as well as area medical facilities and residential complexes. The Blue Line's hours of operation are Monday through Friday, 7:00 a.m. to 9:00 p.m., but the service has also provided special runs during downtown event weekends.

In the Fall of 2018, VAC and Kishwaukee College are partnering on a pilot program in an effort to begin a new route for students to get from Sycamore to Kishwaukee College. This route will run from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Funding for the City's share of the Blue Line comes from the Sales Tax Distributive Fund (22-000-8343).

City Council approval is recommended.

C. Resolution No. 755—A Resolution Approving a Grant of \$16,000 to the DeKalb County Economic Development Corporation for Direct Services to Citizens of the City of Sycamore, Illinois.

The City Council has extended a grant to the DeKalb County Economic Development Corporation (DCEDC) for over twenty years to help defray organizational expenses. Each year, the grant has been accompanied by an organizational agreement (attached) setting out the reciprocal obligations of the City and DCEDC. Other government support is provided by the City of DeKalb (\$45,000); County of DeKalb (\$45,000); and smaller governmental entities within the County. This year DCEDC is once again requesting a contribution of \$16,000.

The proposed grant underwrites the DCEDC staff's responses to cold calls and other inquiries concerning industrial space in Sycamore. Additionally, DCEDC staff supports the ongoing retention program that reaches dozens of Sycamore businesses each year.

DCEDC offers a county-wide network of economic development officials, and a respected clearinghouse for development information. City seats on the organization's executive committee and Board assure timely and thorough access to such information. The attached agreement requires prompt follow-up on industrial leads, the maintenance of a database on Sycamore's industrial sites and buildings, and regular reporting to the staff and Council.

Paul Borek, Executive Director of the DeKalb County Economic Development Corporation will present a brief review of the corporation's activities from the past year and be available to answer questions.

In the FY19 City Budget, the funding source for this grant allocation is found in the Hotel/Motel Tax Fund (09-000-8489).

City Council approval is recommended.

D. Resolution No. 756—A Resolution Authorizing the Aggregation of Electrical Load and Executing an Agreement for Electric Supply.

In March of 2012, voters approved a referendum which authorized the City Council to enact an Electric Aggregation Program. Through membership in the Northern Illinois Municipal Electric Collaborative (NIMEC), the City solicited bids and entered into a two-year contract with First Energy for a fixed rate for electricity of 4.81 cents/kWh. Throughout those first two years, participating households saved an average of \$300 in electric supply costs, for a cumulative City-wide savings of over \$1,500,000.

Since the initial agreement expired in August 2014, the City has suspended the electrical aggregation program as market rates were in line or more advantageous than those quoted through the program. When residents were moved back to ComEd's rate in August of 2014 it was done with an understanding that the City would continue to seek pricing to compare with current market rates at least once per year.

The City Manager has worked with NIMEC to review indicative market pricing to determine if there are savings once again available through the aggregation program. ComEd's pricing is 7.32¢ kWh +/- 0.5¢ Purchased Electricity Adjustment (PEA) from June through September and set to adjust in October to 7.89¢ kWh for an estimated blended rate of 7.70¢ kWh over the next twelve months.

With ComEd's rate only set for one-year, short term options should be the focus when considering whether to reactivate the aggregation program. With a benchmark blended rate of 7.70¢ kWh with a fluctuation of +/- 0.5¢ for PEA the range residents can expect to pay for the energy portion of their bill is 7.20-8.20¢ kWh on average.

When looking at recent indicative pricing the lowest rates quoted for 12-month terms were slightly above the bottom of the range at 7.487¢ kWh and in-line with the bottom at 7.28¢ kWh for an 18-month term. These options suggest that there may be savings with limited risk depending on actual bid pricing.

The City Manager suggests that the City structure the aggregation bidding to ensure it best aligns with the known ComEd rate terms and look to minimally meet the bottom of the blended rate for that period of time. Rates are only valid for 24 hours and will be bid the day of the Council meeting on May 21st.

Action is only recommended if the bids indicate measurable savings for the community.

14. CONSIDERATIONS

A. Consideration of a Building and Engineering Department Recommendation to Award the Alternate Portion of the Contract for the 2018 Annual Street Maintenance Program to Curran Contracting in the Amount of \$66,608.48.

At the last regular City Council meeting, the Council awarded the 2018 HMA Street Maintenance Contract to Curran Contracting. This year, the City included an alternate project on behalf of the Sycamore Park District to pave a multi-purpose path on the east side of Airport Road in front of the new Community Center property. This project was added to the City's bid in an effort to get better pricing as part of a larger contract. The Sycamore Park District has indicated a desire to move forward with the project and therefore staff recommends that the alternate portion of the contract be awarded to Curran Contracting in the amount of \$66,608.48.

City Council approval is recommended.

15. OTHER NEW BUSINESS

16. ADJOURNMENT

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: RATIFY RESOLUTION 02-2018 Regarding ITEP FUNDING: Recommended Ratification

BACKGROUND INFORMATION: As the Board will recall, it reviewed the attached Resolution 02-2018 at its April Regular Meeting in order to assure that it arrived on a timely basis to IDOT, and to avoid delay in beginning of the construction process of the trail segment from Main Street to Brickville Road. As it was added to the agenda late last month, COUNSEL instructed us to approve it this month, *nun pro tunc*.

Therefore, you will find the Resolution, again, and a recommended motion.

FISCAL IMPACT: There is no measurable increase in cost over what the board previously understood. Indeed, as bids came in lower than projected by nearly \$100,000, our portion should go down by about \$20,000.

STAFF RECOMMENDATION: That the Board RATIFY Resolution 02-2018, *nun pro tunc*, A RESOLUTION APPROVING JOINT AGREEMENT NO. C-93-049-18 WHERE THE TOTAL PROJECT COST IS \$724,850.00 AND CONFIRMING APPROPRIATION OF SUFFICIENT FUNDS TO COVER THE LOCAL MATCH SET FORTH IN THE AGREEMENT IN THE AMOUNT OF \$144,970 PLUS ANY OTHER AMOUNTS NEEDED IN ADDITION TO THE ITEP FUNDS TO COMPLETE THE PROJECT.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

RESOLUTION NO. 02-2018

**A RESOLUTION APPROVING JOINT AGREEMENT NO. C-93-049-18
WHERE THE TOTAL PROJECT COST IS \$724,850.00
AND CONFIRMING APPROPRIATION OF SUFFICIENT FUNDS
TO COVER THE LOCAL MATCH SET FORTH IN THE AGREEMENT
IN THE AMOUNT OF \$144,970 PLUS ANY OTHER AMOUNTS
NEEDED IN ADDITION TO THE ITEP FUNDS TO COMPLETE THE PROJECT**

WHEREAS, the Sycamore Park District is an Illinois unit of local government organized and operating pursuant to the Illinois Park Code (“Code”); and

WHEREAS, the Sycamore Park District has applied for an ITEP Grant; and

WHEREAS, the Park District desires to approve the joint grant agreement, No. C-93-049-18 (the “Agreement”), with a total project cost of \$724,850.00; and

WHEREAS, the Park District desires to publicly confirm that it has appropriated sufficient funds to cover the local match set forth in the Agreement in the amount of \$144,970.00, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO: The Sycamore Park District formally approves the joint grant agreement, No. C-93-049-18 (the “Agreement”), with a total project cost of \$724,850.00; and formally confirms that the Sycamore Park District has appropriated sufficient funds to cover the local match set forth in the Agreement in the amount of \$144,970.00, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement.

SECTION THREE: SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: CONFLICT. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law and the provisions of the Park District Code amended herein shall be reprinted with the changes.

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this ____ day of _____, 2018 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: PROFESSIONAL SERVICES: Recommended Approval

BACKGROUND INFORMATION: As we begin work on the construction of the trail segment from Main Street to Brickville Road there are monthly and quarterly reports that must be filed with IDOT and FHWA to support the grant. Additionally, the Equipment Replacement Schedule and the Capital Asset Schedule must be updated.

Attached, you will find a recommended work agreement with Terri Gible to manage that work. This agreement focuses Terri Gible's work on those matters. The Board can see the proposal for details. We have money in the operating budget for Professional Services for these type of projects that are SPD's responsibility.

FISCAL IMPACT: The total of compensation would be \$6,800.

STAFF RECOMMENDATION: Recommend the formal approval of this Agreement for Professional Services.

PREPARED BY: Ted Strack, President of the Board

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT



WORK PROPOSAL For Terri S. Gibble

Grant Supervision
AND
Capital Asset Assessment and Update

SUBSTANTIAL COMPLETION
SUMMER 2018

SYCAMORE PARK DISTRICT

I. BACKGROUND AND SCOPE OF SERVICES

Work Agreement

This temporary, part-time professional work is for the period beginning on May 6, 2018, and concluding on September 8, 2018 and is intended to involve two key tasks:

- Grant Supervision Work for IDOT Trail Grant Route 23 to Brickville—
May 6 thru September 8, 2018:
 - Coordinate with Engineers on Documentation
 - Coordinate with Engineers on Billing and Payments
 - Coordinating with IDOT
 - Troubleshooting During Construction
 - Responding to Construction Contractor Questions
- Updating and Modernizing the District’s Capital Asset and Equipment Replacement Schedules

This will require:

- Communications and Coordination with IDOT, Contractors, and ERA.
- Documentation and Paperwork Requirements for filing with IDOT.
- Documentation and Problem Resolution with IDOT.
- Use of EXCEL File containing most recent version of Capital Asset Schedules and Equipment Replacement Schedules.
- Communicating with the Superintendent of Park and Facility Services.
- Communicating with the Superintendent of Finance and Business Services.

II. SCHEDULE

- During the aforementioned dates, you will be scheduled to work:
 - 18 hours per week
 - As called for in order to be on hand when:
 - IDOT and ERA Need Information
 - Construction Contractor Is In Need of Field Clarifications
 - To complete update of Asset/Equipment Databases.
- Your maximum hours per week may not exceed 18 weeks, or 324 hours for the entire period of your employment at Sycamore Park District.

III. WORK EXPECTATIONS and DETAILS

A. Day-to-Day:

For day-to-day functions regarding background information, access to documents and files, response to functional questions, supply of working materials, equipment, and records, you should report to Jeff Donahoe and Jackie Hienbuecher. However, your direct Supervision will come from the Board President.

B. Progress:

You should keep the Board President apprised on a twice a month basis of your progress.

C. Compensation:

You will be paid \$20/hour for a maximum of 324 hours.

All copying and documentation fees necessary to complete this work will be defrayed by the Sycamore Park District, and your workplace will be in the Parks Maintenance Building at 435 Airport Road in Sycamore.

This is a temporary, part-time position with a defined beginning and ending time and a maximum number of work hours, at which time your employment will end, with no further compensation.

This is a non-exempt, hourly position intended to complete the two tasks outlined on the prior page. This non-IMRF eligible position is governed by the Sycamore Park District’s Part-Time Personnel Policy for which the employee is accountable (a copy of which will be provided the employee upon hiring).

The Sycamore Park District, and Terri S. Gible agree to the terms as outlined in this Proposal.

Terri S. Gible

Board President

Date

Date

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: SALE OF SURPLUS EQUIPMENT: Ordinance No. 04-2018, Authorization to Conduct a Public Sale

BACKGROUND INFORMATION: Occasionally, the District accumulates surplus equipment and material. Normally this is a result of the planned replacement of equipment where trade-in is not practical. The Board must authorize the public sale of this surplus equipment. Attached is a list of equipment that has been identified as surplus inventory. Much of it is outdated/obsolete, and no longer needed for the District's operations.

An ordinance is required in order to authorize staff to dispose of these items at auction or by other legal means designated in the ordinance. Just because the items are on the list does not mean they will all be disposed of, HOWEVER, if they are not on the list we will not have that liberty.

FISCAL IMPACT: The proceeds of the sale of these items will go to the Sycamore Park District Corporate/General Fund.

STAFF RECOMMENDATION: The staff recommends the Board approve Ordinance No. 04-2018 and authorize the staff to proceed with the sale of surplus equipment and material identified in this recommendation.

PREPARED BY: Jeff Donahoe, Superintendent of Parks

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Surplus Equipment List

- Old phone system
- Toro 3000 Greensmaster tee mower - 1994
- Sod cutter - 2000
- Jacobsen HR-15 wide turf mower – 1987 (backup now, would sell after planned purchase of new unit in 2019)
- Walk behind turf paint line stripper - 1990
- Square athletic flooring mats – once used at old Comm. Center
- Two stand alone 35 gallon deep fryers
- One table top fryer
- One table top flat grill 36 inch
- One table top flat grill 124 inch
- One 48 inch metal table to hold grill and fryer
- One table top 2 burner cooktop
- Horizontal three door beer cooler
- Padded green vinyl chairs once used at old Comm Center
- Clubhouse patio iron tables and chairs
- Small plastic kid sized chairs
- Walk behind field line stripper - 1990
- Window mount A/C unit once used in upstairs clubhouse apartment
- All computer hardware, monitors, cords, printers, speakers, keyboards, mice, and cpu's out of service for more than one year due to malfunction our outdated capabilities.

**SYCAMORE PARK DISTRICT
ORDINANCE NO. 04-2018
AN ORDINANCE FOR SALE OF
SURPLUS PROPERTY**

WHEREAS, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, **AND**

WHEREAS, NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

 X Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

 X Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

 X Advertise and sell the items listed in this ordinance on E-Bay or similar public access websites.

Any items junked are to be offered to a recycler before being disposed of.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

next page

page 2
Sycamore Park District
Ordinance

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018

AYES: _____

NAYS: _____

ABSENT: _____

SYCAMORE PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDER PLAYGROUND DONATION: **Recommended Support**

BACKGROUND INFORMATION: Recently I met with representatives from a group that is raising funds for a playground at South Prairie School—a focal point for much of that district’s programming for kids with a range of abilities. Behind this recommendation is a copy of their flier about their efforts for the Board’s Consideration. They are about \$80,000 toward a \$130,000 goal to build this playground.

I emphasized that the majority of our playgrounds meet ADA requirements and that the district meets the requirements, overall, for the provision of ADA playgrounds. Nonetheless, this group wants a fenced/controlled access playground for their school programs, as some with cognitive challenges need that fence to keep them from running off.

Additionally, I shared that the park district had requested support for renovating the playground at Kiwanis Park (South Prairie School) that gets heavy, daily use by the school. As the Board knows CUSD#427 was unable to give us any support. The leader of this fundraising effort works at South Prairie and has a strong, vested interest in making this project happen, and is who I met with, originally. Some of my follow up questions I asked (by email) Marijo Schwartz, after the meeting with her included the following:

- Who will have access to the playground during school hours?
- Will the area that is fenced in be locked during non-school hours?
- What specific school programs will use this playground?
- If KSRA programs wanted to use it, could they?

The responses I received were as follows:

- Only the Early Childhood program would have access to the playground during school hours
- It will not be locked however, as with the current Sycamore Park District/South Prairie cooperative playground a sign would be posted.
- The only specific school program to use this playground would be the Early Childhood program

- We do not have student attendance on Fridays which would work with KSRA's Friendship Fridays. I think a discussion would need to take place with respect to use during other school hours and days.

Marijo indicated a willingness to come to a future meeting to do a presentation or answer questions if the Board wishes.

Lastly, I was asked about Special Recreation Fund dollars for this project, and explained that the portion of those dollars that we don't send to KSRA are committed to making our project accessible and that they must be approved by KSRA. I made it clear that our dollars from that source are tied up, and our donation would have to come from our General Fund.

Will all these factors in mind, I believe we should make some contribution to the project. There is a single component of this project which we do not normally "achieve" in our playground construction—the fencing component. While there is no mandate for Cities or Park Districts to provide fenced playgrounds, I do understand and support the concept/need for some playgrounds to afford this "feature".

FISCAL IMPACT: There are not funds in Action 2020 Fund, the GO Bond Fund, or our General Fund for this donation. We could use GO Bond Funds from Contingency, but the unforeseen \$188,000+ damage to our main bridge at Sycamore Park, and the added path costs for Airport Road will stretch that fund. I would recommend it come from our General Fund. I have been told the main, large donors have given in the neighborhood of \$10,000 to \$15,000 range.

STAFF RECOMMENDATION: That the Board authorize the Executive Director to make a \$2,500 donation to this project from General Fund.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



citizens for **inclusive playgrounds**

Because every child is meant to play.

We need your help.

Our mission is to provide all young learners the opportunities to grow, play and form friendships in a safe and secure environment.

There is a

42%

reduction in the
child obesity rate
associated with
outdoor play.*



About us

Citizens for Inclusive Playgrounds is comprised of citizens, special education teachers, occupational therapists, physical therapists, local merchants and professionals, and parents of children with disabilities with knowledge and experiences in child development. This organization believes in the physical development of children and the need for an enclosed area to play. We want to continue to provide our children with the best possible experiences that foster the sense of inclusiveness, increase learning, and promote improved social emotional health through positive peer relationships. We know that our children will live, grow, and work in our community. We believe that this playground will enhance their journey in becoming active and independent members of this community.

The need

Currently the city of Sycamore lacks safe facilities to accommodate young children with physical and developmental disabilities in the area of outdoor play. To meet the safety, physical, and developmental needs of children ages six months through nine years of age, the playground needs to be enclosed with a fence and gate. This playground will also require the use of specific ground covering for young children with mobility issues and wheelchair accessibility. Research has indicated that the physical development of young children is vital to their growth and learning. This project should foster a community of inclusiveness, compassion, and value for our young children. Our community playground will serve as a way for all children ages six months through nine years to play and develop in a safe environment with specific age appropriate equipment.

"During outdoor play children use increasingly sophisticated communication skills (both verbal and nonverbal) and social skills. It is also one of the best ways for children (especially boys) to develop empathy and self-regulation."

**– Francis Carlson,
Author of *Big Body Play***

Please help make a difference in a child's life.

The playground

Our facility will consist of an 90' x 55' fence-enclosed playground with a poured rubber surface. This playground will provide a safe and secure play area for children ages six months through nine years old with physical, learning, and developmental disabilities to play with their non-disabled peers. This project will include local contractors to prepare the area and install the fencing and rubber surface. We're also working with an established playground equipment company to help plan and install the playground units. Sycamore School district has used this company due to their safety record and level of maintenance of the playground units. Volunteers will help with the preparation of the land, installation of the playground equipment, and clean-up of the area.

"Most play grounds have wood chips or cement which makes it difficult for my son to navigate. If my child falls on either surface he could have splinters from the wood chips or scrapes from the cement. A playground with a poured rubber surface would absorb falls from greater heights. and be a place for my child to play safely and feel included. Our community lacks such a playground."

– Jessica Thompson, Parent

Out of 1,000 kids between the ages of 3 and 21, approximately 85 will have a disability.



Playground rendering



citizens for **inclusive playgrounds**

"We were not able to take our son to a community playground because he would run away. With a fenced in area he would have been free to safely play and explore while increasing his safety awareness skills."

– Becky Huml



Pledge/Donation Form



citizens for **inclusive playgrounds**

Date _____

Your generous gift to Citizens for Inclusive Playgrounds is tax deductible and will enable persons with disabilities to grow, play and form friendships in a safe and secure environment.

Please accept my/our gift of \$ _____

Payable to: Citizens for Inclusive Playgrounds Fund c/o DeKalb County Community Foundation

Name _____

Address _____

Phone _____

Signature _____

questions?

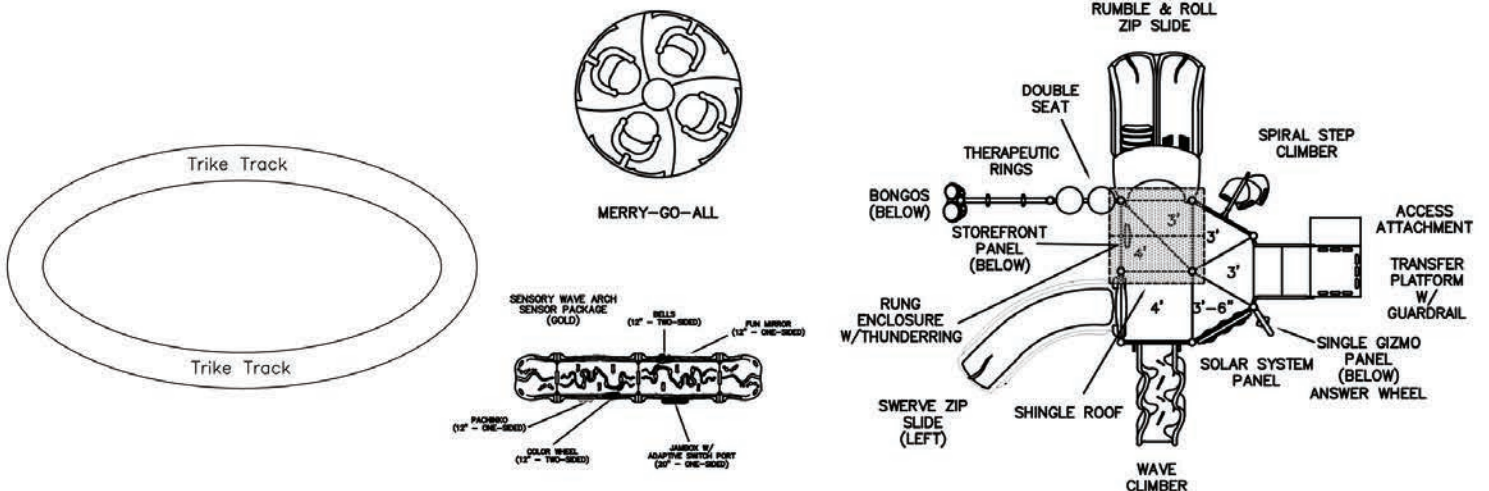
Contact: Mike Cullen at 779-222-7009 or email mike.cullen@firstmidwest.com

Marijo Schwartz at 815-899-8299 or email mschwart@syc427.org

Please contact Marijo Schwartz for naming opportunities.

I do not wish to be publicly recognized for my contribution.

Playground Rendering



Because every child is meant to play. **We need your help. Thank you!**

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: DEED OF GIFT TO DEKALB COUNTY HISTORY CENTER: Recommended Support

BACKGROUND INFORMATION: Recently I met with representatives from the newly evolving DeKalb County History Center (Sycamore History Museum) to discuss historical research related to the Park District’s 100th Anniversary and assisting them with a stipend or “grant” to support a time commitment on their part to helping us assemble an accurate and more in-depth account of our history—this in preparation for our 100th Anniversary in 2023.

There appears to be support from the History Center on this matter, and an outgrowth is their concern for preserving documents that we have, but may get lost or improperly cared for. As we prepared to move staff to the new community center, we found numerous documents related to our history.

So that there is a public record that Sycamore Park District will begin to place our faith and support in the History Center helping us preserve/maintain our historical documents, I decided to put this matter on our AGENDA, so there is a paper trail of when we began this process.

Attached you will find a “DEED OF GIFT” of Photographs we have had stored in a box for many years, that needs better care. This is intended to begin this transfer of documents to the History Center’s care and keeping on our behalf.

FISCAL IMPACT: None at this time. As we formulate how the museum might research, and “write”—for lack of a better term at this point—our history for our 100th Anniversary, the Board may be asked to make a contribution/stipend/grant/gift to the History Center to help support their time and effort in making that happen.

STAFF RECOMMENDATION: That the Board authorize the “Deed of Gift” for Photos from Park District to the DeKalb County History Center—formerly the Sycamore History Museum.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "D. Gibble", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" line.

BOARD ACTION:

*Deed of Gift to the DeKalb County History Center
P O Box 502
Sycamore, Illinois 60178*

2018.01.2

The DCHC is a tax exempt not-for-profit 501(c)3 organization duly organized under the laws of the State of Illinois. Gifts to DCHC are tax exempt to the full extent of the law.

I (We) hereby irrevocably and unconditionally give, transfer, assign and deliver to the DeKalb County History Center all rights (including copyrights and rights of publication and republication and reproduction) title and interest in and to the object(s) described below. I (We) affirm that I (we) own said object(s) and have good and complete right, title, and interest thereto and that the object(s) is/are not subject to any liens, claims or other encumbrances. The property hereafter described may be used by said DeKalb County History Center in its unrestricted discretion. By my (our) signature, I (we) assert my (our) awareness of the above conditions listed on this agreement and those listed below.

Dated this 14 day of March 2018.

Name of First Donor Dan Gibble Signature [Signature]

Address 920 E. State St City Sycamore State IL Zip 60178

Phone (Home) _____ (Work) _____ (Cell) _____

Name of Second Donor _____ Signature _____

Address _____ City _____ State _____ Zip _____

Phone (Home) _____ (Work) _____ (Cell) _____

The DeKalb County History Center hereby accepts the below listed property under the conditions specified above.

Dated this 14 day of March 2018.

DeKalb County History Center Representative [Signature]

Description of Material:

Photos from Park District

DeKalb County History Center Acquisition Policy

1. Appraisals of items for tax deduction purposes must be secured independently by the donor. Members of the museum staff cannot make appraisals or in any way indicate the dollar value of a proposed gift to the museum.
2. All donations are considered outright and unconditional gifts to be used at the museum's discretion. A gift to the museum may not be reclaimed by the donor or his/her heirs.
3. No gift may be accepted with the understanding that it is to be permanently displayed.